

# Motus Program Parameters

## For covered employees of Kinex/R&M Holdco, LLC and Affiliates

You will receive an e-mail invite to join the Motus program. The e-mail will contain a link that walks you through your account set-up. During the setup you'll receive information on how to download the Motus app.

You'll need to provide three pieces of information:

### 1. Business Vehicle Information Form (BVIF)—This form will ask for information about your vehicle:

- i. Year
- ii. Make
- iii. Model
- iv. Odometer reading

**This form will be processed by Motus immediately. Failure to complete this form will cause Motus to deny your fixed payment. Upon completion of this form, if your vehicle is older than six years, you will receive the following message:**



#### Business Vehicle Information



You've submitted the form, but you're out of compliance for the following reason(s):

- Your vehicle is older than what's expected for your program. Your vehicle year is 2013 and the expectation is 2017+. You can keep driving your car but your reimbursement might be affected. Read this Help Center article to learn more.

Help Center article: <https://motus.zendesk.com/hc/en-us/articles/115013144087-Can-my-vehicle-be-outside-of-the-retention-period-if-so-are-there-any-consequences>

**If you get this message, it's a notification that your vehicle is older than the Motus six-year retention program. However, you will still receive your fixed payments and you can disregard this message.**

### 2. Direct Deposit Information

The routing number and account number at the bank where you want to receive your payment.

**Depending on when this form is received by Motus, it will be processed on the 5<sup>th</sup>, 20<sup>th</sup> or 27<sup>th</sup> of the month. If you do not submit this information right away, your payment will go into suspension and be paid to you after you submit it.**

### 3. Insurance Information

You'll need to upload the declaration page of your vehicle insurance policy.

**Motus takes 3 to 5 days to verify that your insurance is in compliance.**

**Upon completion of this form, if your vehicle insurance does not carry the company-required coverage amounts of:**

- **\$100,000 per person bodily injury liability**
- **\$300,000 per incident bodily injury liability**
- **\$50,000 property damage liability**
- **\$1,000 or less deductible on collision insurance**
- **\$1,000 or less deductible on comprehensive insurance**

**If your insurance is not at these amounts, you will receive a message similar to this:**



Vehicle Insurance Declaration



You've submitted the form, but you're out of compliance for the following reason(s) and your fixed payment will be withheld (based on your [employer's policy](#)):

- Your Insured bodily injury is \$20,000 per person, \$40,000 per incident. Your company requires it to be \$100,000 per person/\$300,000 per incident (or more).
- Your property damage is \$15,000. Your company requires it to be \$50,000 (or more).

**Motus will not pay your fixed payment until your insurance coverages are at the company-required amounts.**

Upon enrolling in Motus, you will be able to see your reimbursement schedule, similar to this:

YOUR RATES ARE BASED ON THIS STANDARD AUTOMOBILE



Your rates are based on a *Midsize Sedan Standard*. This is set by your employer, as a way to standardize reimbursements. You don't have to drive this car, but it is what your reimbursements are based on.



FIXED PAYMENT

**\$200.70**

Per Month

[Details](#)

VARIABLE PAYMENT

**16.84¢**

Per Mile

[Details](#)

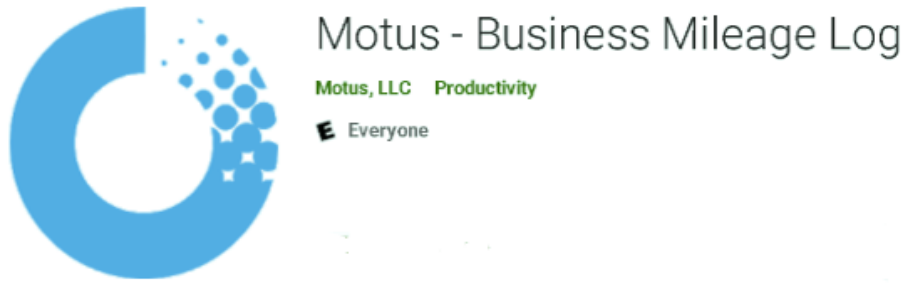
## Fixed Payment Details

<b>Employer Required Insurance Premium</b>	<b>\$789.00</b>
a. Bodily Injury	\$100,000 per person/\$300,000 per incident (or more)
b. Property Damage	\$50,000 (or more)
c. Collision Deductible	\$1,000 (or less)
d. Comprehensive Deductible	\$1,000 (or less)
<b>License and Registration Fees</b>	<b>\$92.00</b>
<b>Personal Property Tax</b>	<b>\$0.00</b>
<b>Depreciation &amp; Misc Taxes</b>	<b>\$2,768.00</b>
Total Fixed Costs	\$3,649.00
Business Use	66.00%
<b>Total Annual Fixed Cost Payment</b>	<b>\$2,408.34</b> (\$200.70 per month)

## Variable Payment Details

<b>Fuel</b>	<b>9.90¢</b>
<i>Based on 28.2 mpg at current rate of \$2.79/gallon</i>	
<b>Maintenance &amp; Tires</b>	<b>6.94¢</b>
<b>Total Variable Payment Per Mile</b>	<b>16.84¢</b>

When downloading the app, make sure you select  
“Motus – Business Mileage Log”:



### Some things to remember:

- The GPS must be turned on. Manual entry of trips is not permitted.
- When making trips to patients, AppOrder ID numbers must be entered in the “purpose” field. If no AppOrder ID number is available, the last 4 digits of the patient’s phone number can be used. Motus is not HIPAA compliant; do not use the patient’s name or address.
- For other non-patient-related business trips, it is acceptable to enter identifying information in the “purpose” field such as a physician’s name, clinic name, hospital name, storage unit, etc.
- When the current month ends, you have until the 4<sup>th</sup> of the following month to submit your miles. Please remember to submit miles during the 1<sup>st</sup> four days of the subsequent month!
- Keep track of any business-related trips you make prior to enrolling in Motus.
- Your payment will arrive in your bank account on the 15th of the following month. If you began your Motus after the first of the month, the first fixed payment you receive will be prorated.
- Remember, you’re being paid on the Motus “standard” car, not your own car.
- Per the IRS, up to 10 miles will be deducted from your 1<sup>st</sup> and last trips of the day.
- Missed fixed payments due to late submission of compliant insurance will be paid retroactively, up to a maximum of 3 months.
- Do not use your Motus app while using a company-owned vehicle or driving a rental car provided by the company.