

MILEAGE REIMBURSEMENT FORM

- Mileage reimbursement forms must be filled out and submitted monthly.

- The rate of reimbursement is \$0.67/mile which matches the current IRS mileage rate.

- Mileage reimbursements are made for the miles **from work** to an offsite & from the offsite **back to work**
 - **Miles from home are not reimbursable**

- The employee must print their name and the supervisor must sign for approval of the mileage before the form is submitted to A/P by the *first* payroll date of the following month in order to be reimbursed on the second payroll date of the month.

- Mileage forms that are not submitted on time may be held for reimbursement on the 2nd pay of the following month.