

Mileage Reimbursement Policy

An employee may request mileage reimbursement when the employee is using their personal vehicle for county business. The mileage reimbursement rate will be at the current rate as approved by the Board of County Commissioners.

What is needed to substantiate the mileage reimbursement request:

The employee must document: the date of travel; the beginning mileage; the beginning location; the ending mileage; the ending location; and the purpose of the trip. Travel from home to work and from work to home, even if the employee is called to come to work on a non-scheduled work day, is not eligible for mileage reimbursement. The department head or an authorized designee must confirm that the trip was for county business by initialing and coding the reimbursement request..

When may a reimbursement request be reviewed:

Reimbursement requests may be reviewed by Management prior to issuance of check, during internal audit, and/or by the county auditors for compliance with this policy. Reimbursement request may be reviewed by IRS auditors for compliance with IRS regulations. These reviews may involve review of documentation, and review of trip miles for reasonableness, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.

How this policy relates to an individual department policy:

This policy constitutes the maximum amount any employee will receive as reimbursement for mileage. Individual departments may institute departmental policies that are more restrictive, but individual department policies can not be less restrictive, unless mandated by State or Federal guidelines.