



"Creating Life Opportunities"

Policy and Procedure # 722

Personal Vehicle Mileage Reimbursement

Approval: _____ Effective Date: 5/10/24

POLICY:

Under special circumstances and with prior approval from the Executive Director, EFI will reimburse the employee's mileage at the current Internal Revenue Service optional standard mileage rates.

PROCEDURE:

1. Personal vehicle use for EFI business must be approved in advance by the Department Director.
2. Mileage is determined from the starting point of the employee's assigned workplace to their destination as calculated by mapping software (i.e., Google Maps, Map Quest, etc.).
3. The employee submits a Mileage Reimbursement Form with the mileage and destination to their supervisor for approval and signature.
4. The supervisor will submit the approved Mileage Reimbursement Form to the financial department for reimbursement.
5. All employees must submit a mileage reimbursement form by the first of the month that covers the previous month's mileage log. The mileage reimbursement will be included on the first feasible paycheck of the month following the 1st.
6. Mileage from an employee's home to a work location is not reimbursable.