

MILEAGE REIMBURSEMENT

Mileage Rates: The County will reimburse employees for mileage expenses incurred for approved work-related travel at rates approved by the General Services Administration (GSA) in effect at the time of travel. These approved rates can be found on the GSA website:

<https://www.gsa.gov/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement>

Origin and Destination: Mileage will be reimbursed for travel between the employee's official work location and the destination, and the return trip. If an employee's home is closer to the destination than the employee's official work location, mileage will be reimbursed from the departing location to the destination and back.

Efficient and Economical Route: When possible, employees are expected to take the most efficient and economical route when traveling for work-related purposes. This includes selecting routes that minimize mileage and travel time while still fulfilling the purpose of the trip.

Furthermore, employees are encouraged to utilize county-owned vehicles or arrange carpooling with colleagues whenever feasible to minimize individual mileage and promote cost-effectiveness in work-related travel.

Expense Reimbursement Form: Employees must complete the County HR Expense Reimbursement Form when submitting mileage reimbursement requests. This form can be obtained from the County's HR department or is available on the Employee Navigator Portal under the Documents Library.

Exceptions: In certain circumstances, employees may require an exception to this standard mileage reimbursement policy. If an exception is needed, it should be documented in the "Notes" section of the Expense Reimbursement Form, and approval should be obtained from the relevant elected official, department head, or supervisor, as directed.

The elected official, department head, or supervisor will review and approve exceptions as necessary. Copies of the Expense Reimbursement Form with noted exceptions will be sent to the County Administrator for review, but County Administrator approval is not required.

Note: Mileage for commuting from home to the regular workplace (and vice versa) is not reimbursable and is explicitly excluded from this policy .

Adopted: 3/7/2024 M-35-24