



Mileage Reimbursement

MILEAGE REIMBURSEMENT



Mileage Expense Claim Forms are used to reimburse employees who use their personal vehicles while conducting SLOCOE business. The [Mileage Expense 2021](#) reimbursement form is set up as a monthly record for employees who use personal vehicles on an ongoing basis. It is downloadable and fillable with automatic calculations based on the most current mileage rate, as set by the IRS. *Effective January 1, 2020 the rate is 54.5 cents per mile.* In order to be eligible for mileage expense reimbursement, all employees must have a current [Use of Personal Automobile Form](#) on file in Accounts Payable.

Before using a personal vehicle for school business:

1. Make sure all travel has been pre-approved by your supervisor.
2. If traveling out of town, check to see if cost savings may be achieved by reserving a SLOCOE vehicle through Operational Services (see [Vehicle Requests](#)).

To submit a claim:

1. Keep a log of all miles traveled for each month, along with the destination and reason for travel.
2. Complete the online, fillable form ([Mileage Expense 2021](#)), typing entries for each date traveled. Include the account line/s to be charged, sign, and obtain the appropriate approvals for your department.
3. Claims for mileage reimbursement are to be submitted no more often than once a month; and **no more than 30 days after the end of the month**. (Example: all claims for the month of September would need to be received in Accounts Payable by October 30.)
4. The Business Office may elect to pay claims using petty cash if the reimbursement amount is below \$20, and the claimant's work location is at or near the main office. Please do not allow amounts below \$20 to hinder the timely submission of monthly claims for reimbursement.

NOTE: As stated in the Employee Handbook (page 32), all employees will be assigned a work location (home base). Employees will receive mileage reimbursement if traveling between sites during the day. Employees will be reimbursed for any mileage over the regular daily round trip from their residence to the assigned home base.

Remember!
Employee signature is
necessary on all claims.

Got questions?
Have you spotted
an error or glitch?
Call 782-7211.