



Mileage Reimbursement

Mileage Expense Reimbursement forms are used to reimburse employees who use their personal vehicles while conducting SLOCOE business. The [Mileage Expense Reimbursement 2023](#) form is downloadable and fillable with automatic calculations based on the most current mileage rate, as set by the IRS. Effective January 1, 2023 the rate is 65.5 cents per mile.

In order to be eligible for mileage reimbursement, all employees must have a current [Use of Personal Automobile Form](#) on file with the Accounting Technician responsible for processing reimbursements.

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](#)).
- 3.** Keep a log of all miles traveled for each month, along with the destination and reason for travel. The Mileage Expense Reimbursement form may be used for this purpose.
- 4.** Complete the fillable form, typing entries for each date. Include the account line/s to be charged, sign the form and obtain approval from your supervisor.
- 5.** Claims for mileage reimbursement are to be submitted no more than once a month and no more than 30 days after the end of the month. [Example: all claims for the month of January would need to be received in Accounting by the end of February.]
- 6.** 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 your claim for reimbursement.

NOTE: As stated in the Employee Handbook (page 30), 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 to regularly update proof of insurance on the Use of Personal Automobile Form.