



COUNTY OF ERIE
DEPARTMENT OF FINANCE
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COUNTY EXECUTIVE

JAMES R. SPARBER
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Additional Mileage Guidelines as of 9/15/08

Department Heads:

In order to facilitate the quick and efficient processing of mileage reimbursement forms, please direct your staff to comply with the following guidelines:

- When calculating miles traveled please round to the nearest whole mile (no fractions).
- The “to” and “from” must be addresses. In the very rare case that an address is not available, a brief description of the starting or ending point will be acceptable. (Example – Rt. 215 two miles south of where it intersects Rt. 20).
- We are requiring that mileage reimbursements are processed within sixty days of the time they are incurred.

If you would like to discuss these guidelines, please call me at extension 6337.

James Sparber