

# COUNTY OF ERIE

## FINANCE POLICIES & PROCEDURES

---

SUBJECT: **MILEAGE EXPENSE REIMBURSEMENT POLICY**

DISTRIBUTION: ELECTED OFFICIALS, JUDGES, DEPARTMENT HEADS

FROM: JAMES SPARBER, DIRECTOR OF FINANCE

EFFECTIVE DATE: JANUARY 1, 2014 (Update of original policy dated September 15, 2008)

POLICY NUMBER:

### **MILEAGE EXPENSE REIMBURSEMENT RATE**

Mileage expense is reimbursed at the IRS published rate, which is subject change. The current rate as of 01/01/14 is 56 cents per mile.

### **REQUIRED DOCUMENTATION FOR MILEAGE EXPENSE REIMBURSEMENT**

There must be detailed documentation of the reimbursable mileage which must include: the address of the point of departure and the destination, the beginning and ending odometer readings, the actual mileage traveled, the date and reason for travel and the approval of the Department Head or elected official authorizing the travel. Distances must be accurate as they are checked by the Finance Department.

This information **MUST BE** submitted electronically on the Excel Spreadsheet that is located on the County of Erie website. Click on Departments at the top of the screen and click on Finance Department. Then click on Employee Forms at the bottom of the screen and finally New Mileage Template.

Mileage paperwork **MUST BE** submitted to Payroll within sixty (60) calendar days from the date the mileage expense was **incurred**. Therefore employees must submit this to their supervisor/department head early enough so that it can be reviewed and forwarded to Payroll. Failure to submit the reimbursement request in a timely fashion will result in your mileage expense reimbursement request being **DENIED**.

Mileage reimbursement requests approved at the departmental level will be required to be processed and forwarded to Payroll within the same sixty (60) calendar day window. The date stamp of the email submission from the supervisor/department head will serve as the date of record for the sixty (60) calendar day window. **Failure to do so will result in unreimbursed mileage. Mileage is to be submitted according to the calendar issued by payroll each year. Late submission will result in a delay processing reimbursements.**