

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Finance
Standard Title	Mileage Reimbursement
Regulations	
Original Issue Date	04/27/2012
Latest Revision Date	11/11/2016 01/06/2017 5/11/2023
Number of Pages	
Attachments	<ol style="list-style-type: none"> <li>1. Mileage Log and Reimbursement Form — Self Direction</li> <li>2. Mileage Log and Reimbursement Request Form — Community Supports Direct Service</li> <li>3. Mileage Log and Reimbursement Form (can also be accessed on the agency shared drive)</li> </ol>
Approved by: Paula Jubic, Executive Director	

**Standard:**

To provide for reimbursement to employees for expenses incurred in the use of personal vehicles for agency business.

CCDS will provide mileage reimbursement for travel that is assigned to an employee during the normal course of their job duties. The Internal Revenue Service allows employers to reimburse employees for the deductible costs of operating a personal car for business use. The agency will provide reimbursement to employees for the use of their personal vehicle driven for agency business.

CCDS does not reimburse mileage for travel to and from an employee's primary worksite. In instances where an employee has a secondary position within the agency (2<sup>nd</sup> job), the employee is generally responsible for their travel to and from the secondary job location.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. For example, if the normal commuting round trip is 20 miles, and the employee goes on a trip that covers 75 miles, only the incremental 55 miles are reimbursable. The number of days should also be taken into account. If the 75 miles in the above example were incurred over three business days, then the incremental reimbursable miles would be 15 (75 minus 60 (20 miles per day times 3 days)).

Another example would be if the normal commute one way is 10 miles and the employee begins their day at an alternate work location, the employee is to calculate the total number of miles driven from home to work and subtract their normal 10 mile commute. The same premise holds true for end of the day travel where the employee is not returning back to their primary work location before going home for the day.

Standard: *Mileage Reimbursement 2012.04.27.*

Whenever possible, CCDS employees are encouraged to use agency vehicles for agency related travel. If an employee chooses not to use an agency vehicle for travel, and one is available for their use, they are not eligible for mileage reimbursement. Exceptions may be made if your travel is at the start or end of your workday.

With regard to the use of agency vehicles, please know that transporting the individuals we serve will always be a priority for access to an agency vehicle. It may be necessary to "bump" someone who has signed out an agency vehicle if you are using the vehicle to transport an individual(s) or traveling a long distance. The employee who is traveling the farthest distance that day has priority use of the agency vehicle.

**Procedure:**

1. Employees are encouraged to use the electronic version of the reimbursement request form for the greatest ease in completion and calculations however it can be manually completed as well. There are specific mileage reimbursement forms for community support and self-directed direct service professionals.
2. Reimbursement requests should indicate the specific points of travel and times including the street address and city/town and the total miles driven.
3. Employees should deduct their normal commute to and from work for any travel reimbursement request that occurred either at the beginning of their workday or at the end of their workday.
4. Mileage reimbursement requests must be approved by a supervisor and sent to payroll in conjunction with the corresponding payroll cycle.
5. Mileage reimbursement requests for individuals served through self-direction must be signed by the individual served.
6. Employees will be reimbursed through payroll as a non-taxable reimbursement.
7. Reimbursement requests should be made in conjunction with the payroll cycle in which they occurred unless approved by the Executive Director, or designee. Reimbursement requests that are submitted more than 30 days after the travel date are not eligible for reimbursement.



