



## **MILEAGE REIMBURSEMENT FORM**

- Mileage reimbursement forms must be filled out and submitted monthly.
- Mileage reimbursement forms must be completed, approved by supervisors, and submitted to the fiscal office **no later than the first Friday of the month**. Failure to do so will result in the postponement of reimbursement until the second pay date of the **following month**.
- To fill out the form, employees must do the following:
  1. Print the month and year during which the mileage was accrued on the line in the top left corner of the form.
  2. Print the employee's name on the "Employee PRINTED Name" line in the bottom left corner of the form.
  3. Accurately log each trip taken for WCESC purposes. These are trips **from the WCESC to an offsite location, and back to the WCESC**. Mileage from home to the WCESC is not reimbursable. If an employee travels directly from home to an offsite location, **the mileage the employee would've accrued from driving from home to the WCESC will be subtracted from the trip**.
  4. Add up all mileage accrued over the course of the month, and record this sum on the "Total Miles" line at the bottom right corner of the form.
  5. Multiply this sum by 0.7 (the business mileage reimbursement rate for Tax Year 2025 has been set at \$0.70/mile by the IRS). Write in this product in the "Allowable" box below the "Total Miles" line at the bottom right corner of the form.
  6. Submit the form to a supervisor for approval.