## **Wood County Educational Service Center**

## Mileage Reimbursement Form – Effective JANUARY 1, 2025

For the MONTH of:		<del></del> :	
Date	Starting From:	То:	Miles
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	;	Total Miles	<del>-</del>
Employee PRINTED Name:		\$0.70	
Supervisor Signature:		Allowable	e: \$
Miles fro	om vour home to vour fir	rst work site & miles from your last work site to home are NOT re	imbursable.

This form must be submitted to Addison Clark, Fiscal Data Specialist, by the *first* Friday of the month in order to be reimbursed on the second payroll pay date of the month.

Failure to submit this form MONTHLY forfeits reimbursement.

## 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 <u>no later than the first Friday of the month</u>. 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 <u>from the</u> <u>WCESC to an offsite location, and back to the WCESC</u>. Mileage from home to the WCESC is not reimbursable. If an employee travels directly from home to an offsite location, <u>the mileage the employee would've accrued from</u> <u>driving from home to the WCESC will be subtracted from the trip.</u>
  - 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.