

TO: OOC 410 and Offsite Staff

FR: Suzanne M. Cooney, MPH
Director of Business Administration

DT: February 30, 2015

RE: **Changes in Mileage Reimbursement Rate and Procedures**

To ensure that payments are processed correctly, mileage reimbursement procedures have been changed to include mandatory use of the attached forms which include formulas for calculating the correct mileage reimbursement amount. Use of these forms provides for an accurate submission, it is easier to use and to review. That should speed up the entire reimbursement process.

The following guidelines should be followed when submitting mileage reimbursement. All reimbursement forms should be sent to Lisa German in OOC Business Services Unit. Please direct all questions to Lisa German.

1. Please be sure to completely fill in name, **home address and official duty station address.** **Mileage reimbursement requests will not be processed without both addresses.** Also include employee number (right top). Your social security number is **NOT** necessary.
2. Mileage rate has been increased effective January 29, 2015 to \$57.5 cents per mile.
3. You must utilize **only** the attached forms. Choose the form that includes your official duty station. **All required information must be provided to include all locations traveled to. Be sure to enter your correct normal commute miles as applicable.** Using the attached forms will make it clear that the mileage amount was computed correctly.
4. Please use name of town – not facility abbreviations for all locations.
5. OOC Business Services Unit will accept mileage amounts between locations from **Map Quest, Rand McNally** or the **Standard State Mileage Chart**. If you **do not** use the state mileage chart, a copy of the document (Map Quest or Rand McNally) that supports the mileage amounts being requested **must be attached.** **Reimbursement requests will not be processed without this information.**
6. Prepare and submit in a timely fashion, **at least and only monthly** (i.e. **not weekly, not every six (6) months,** or **not all at once at the end of the year**);
7. Attach **original** receipt(s).
8. A current copy of your vehicle insurance must be on file with the Business Services Unit. Requests for mileage reimbursement can not be processed without this per DAS Regulations.
9. Employee and supervisor should sign the original document in **blue ink** and submit to the Business Office for processing.
10. **Only original documents will be processed. No copies or faxes will be accepted.**

Thank you.

cc: Stephen A. DiPietro, Chief Financial Officer
Lisa German, OOC Business Services Unit