



MILEAGE REIMBURSEMENT POLICY	
Policy Number: 2020-001 Fiscal	Policy Issued: 3/31/2020
Policy Revision Dates: N/A	
Policy Effective Date: 7/1/2020	Policy Approved by the Board of Directors

Purpose: This policy is intended to provide employees with information pertinent to mileage reimbursement.

Scope: This policy applies to all SERC employees.

Policy Statement: Any employee may be required to travel as part of their job function. As such, any SERC employee, who is required to use a personal vehicle in the performance of SERC-specified work, shall be reimbursed at the Internal Revenue Service (IRS) approved mileage rate. The IRS annually establishes mileage reimbursement rates for the business use of a personal vehicle. As the IRS adjusts the mileage rate, SERC will announce and utilize the applicable rate within 30 days of such adjustments.

Mileage reimbursement is designed to cover the expenses of operating a vehicle, including gas, insurance, maintenance, tires, oil, etc. This rate does not include parking or toll charges. These items will be reimbursed at the actual costs. Original receipts must be provided when submitting for this type of reimbursement via a separate reimbursement process which is addressed under the broader SERC Travel Policy.

Mileage reimbursement is an optional employer-paid benefit. It is each employee's prerogative to submit for mileage reimbursement. Employees may choose not to file for mileage reimbursement.

Policy: All employees are required to maintain a valid driver's license and current automobile/liability insurance. SERC reserves the right to request proof of these items to validate compliance.

Mileage will be reimbursed for the round-trip distance between the SERC main office location and the offsite location of the business function being attended. If employee departs from and/or returns to their home instead of SERC main office, then only the miles in excess of the regular commute mileage can be claimed.

Commute mileage is not eligible for reimbursement where employees (including teleworkers) travel from home to the SERC main office.



Process: In order to comply with IRS documentation requirements, a complete and accurate Mileage Reimbursement form must be submitted monthly to the Fiscal Department by the seventh business day of the subsequent month. It is imperative to submit documents in a timely manner in order to maintain fiscal reporting obligations.

1. Mileage reimbursement is to be requested by submitting a fully completed Mileage Reimbursement Form, which is to include the date, location, actual mileage traveled, valid ADP/contract codes, and a detailed explanation of the business purpose of the trip.
2. Supervisors are responsible for confirming the event occurred and that the staff member attended. Supervisors must review and sign-off on the Mileage Reimbursement Form before submission to Fiscal.
3. Fiscal will review all Mileage Reimbursement Forms for accuracy and completeness. If a Mileage Reimbursement Form is completed incorrectly, an email will be sent to the approving supervisor and employee notifying them that corrections are needed. The Form will be returned to the supervisor's mailbox with indicators of the corrections needed. The supervisor is responsible for informing the employee of the corrections needed.
4. SERC mileage reimbursement examples:
 - a. Roundtrip from employee's home: The reimbursement amount is determined by calculating the number of miles traveled minus the employee's normal commute mileage to the SERC main office location. That net distance multiplied by the IRS approved mileage rate will determine the reimbursement amount.
 - i. Employee travels from home to school X for a technical assistance visit and back home again. The total round-trip mileage was 100 miles. The employee's regular round-trip commute mileage (home to SERC to home) is 60 miles. The employee must subtract his regular round-trip commute mileage from the total trip mileage. Therefore, 100 total trip miles minus 60 regular round-trip commute miles will equate to 40 total eligible miles for mileage reimbursement.

Example:

100 actual miles for travelled
- 60 normal commute mileage

40 miles for reimbursement



HUMAN RESOURCES

- b. Roundtrip from SERC: The reimbursement amount is determined by calculating the number of round-trip miles traveled between SERC and the official work location. That distance multiplied by the IRS approved mileage rate.
- i. Employee reports to the SERC main office and from the office travels to a meeting in Hartford and after the meeting reports back to the office. From the office to Hartford is 16 miles, employee will be reimbursed for a total of 32 round-trip miles.
- c. Combination of locations:
- i. Employee's normal commute from home to the SERC main office is 35 miles. On this particular day, employee travels from home to Hartford, CT (25 miles). Then he travels from Hartford to SERC (16 miles) and from SERC to Waterbury, CT (32 miles) and from Waterbury back home (45 miles). Employee will submit for mileage reimbursement as follows:
- Trip 1 – Home to Hartford 25 miles – 35 miles normal commute = Not Reimbursed
 - Trip 2 – Hartford to SERC 16 miles Fully Reimbursed
 - Trip 3 – SERC to Waterbury 32 miles Fully Reimbursed
 - Trip 4 – Waterbury to Home 45 miles – 35 miles normal commute = 10 Miles Reimbursed
 - ❖ Employee will be reimbursed for 58 miles (16+32+10 = 58)

Signature: _____ Date: 3/31/2020
George A. Coleman, Chair, SERC Board of Directors