

#09-03

Reimbursement for Utilization of Private Automobile

The mileage reimbursement rate when personal vehicles are used is \$0.35 per mile.

This policy does not provide for reimbursement to employees for time spent commuting. Also, whenever possible, Town vehicles rather than individuals' personal vehicles should be used for travel to and from Town-related business and/or meetings.

When situations call for the use of personal vehicles, employees should measure the mileage to and from their destination. Mileage must not be recorded for reimbursement during any extraneous travel, which is not for Town-related business/meetings. Department heads may determine their department's preferred method of billing for mileage reimbursement, dependent upon the number of occurrences in which an employee normally requests reimbursement. For example, one employee may request reimbursement for a single high mileage trip, while another employee may request reimbursement for several shorter trips over a one or two week period. Department heads may determine that the latter example is most efficiently handled by combining the employee's mileage and filing a single reimbursement request after a given period.

Employees engaged in reimbursable travel are acting in their official capacity with the Town. They will be expected to obey all relevant traffic laws and parking regulations, and will remain personally responsible for any fines or penalties incurred in the event of violations (including parking fines).

Distribution: All Department Heads