



Sample Mileage Reimbursement Policy

Effective Date: [Date]

Policy Statement:

[Company Name] recognizes employees' need to travel for business purposes and will provide reimbursement for mileage expenses incurred during authorized business travel. This policy applies to all employees who are required to use their personal vehicles for company-related travel.

Eligibility:

All employees who use their personal vehicles for approved business travel are eligible for mileage reimbursement. This policy applies to both salaried and hourly employees.

Reimbursement Rate:

The mileage reimbursement rate will be based on the current IRS standard mileage rate. As of [Date], the standard mileage rate is \$0.56 per mile. Any changes to the reimbursement rate will be communicated and updated as necessary.

Mileage Calculation and Reporting:

Employees must accurately record their business-related mileage using an approved mileage log or expense reporting system. The following information must be included for each trip:

1. Date of travel
2. Purpose of the trip
3. Starting location/address
4. Destination location/address
5. Total miles driven

Employees must submit their mileage logs or expense reports on a regular basis, as defined by the company's expense reporting timelines. Late submissions may result in delayed reimbursement.

How to Submit Mileage Reimbursement Claims:

Employees must complete the designated mileage reimbursement form, which can be obtained from the HR or Finance department or through the company's online expense reporting system. The form should include the following information:

1. Employee name
2. Employee ID/number
3. Department or cost center
4. Date of travel
5. Starting location/address



6. Destination location/address

7. Total miles driven

8. Calculated reimbursement amount (number of miles multiplied by the applicable reimbursement rate)

Employees must attach the completed mileage reimbursement form, along with supporting documentation such as mileage logs, to their expense report or submit it directly to the designated department/person for processing.

Processing and Reimbursement:

Mileage reimbursement claims will be processed according to the company's standard expense reimbursement procedures. Reimbursements will be paid through the regular payroll cycle or by the designated accounts payable department.

Tax Implications:

Mileage reimbursements are generally considered non-taxable income when they follow the IRS standard mileage rate or a lower rate. However, any excess reimbursement above the standard rate may be subject to taxes. Employees are responsible for understanding and complying with any applicable tax laws in their jurisdiction.

Policy Compliance and Enforcement:

Employees must comply with this policy's guidelines and accurately report their business-related mileage. Any falsification or fraudulent reporting of mileage expenses may result in disciplinary action, up to and including termination of employment.

Policy Review:

This mileage reimbursement policy will be reviewed on an annual basis to ensure its effectiveness and compliance with applicable laws and regulations. Any necessary updates or revisions will be communicated to employees accordingly.

By signing below, I acknowledge that I have read and understood the mileage reimbursement policy of [Company Name] and agree to comply with its guidelines.

[Employee Name]

[Date]

Note: This sample policy is intended as a general guide and should be tailored to meet your company's specific needs. It is always recommended to seek legal advice to ensure compliance with local laws and regulations.