Mileage Reimbursement

Scope

It is the policy of the Town of East Windsor to reimburse Town employees for travel expenses incurred at the per mile rate established by the Internal Revenue Service (IRS) while traveling using their own vehicle.

This policy applies to all employees except for the First Selectman who receives a monthly travel allowance in lieu of mileage reimbursement.

Definitions

1. *Official duty station* is defined as the location in East Windsor where he/she regularly reports to work. Example: The Town Hall or Town Annex.

2. *Temporary duty station* is defined as a location that an employee is assigned to that is not his/her *Official duty station*. Example: A work-related class in New Britain or a work-related meeting in Hartford.

Procedure

Travel using a town vehicle is not reimbursable.

Travel between employee's residence and his/her *Official duty station* is not reimbursable.

Mileage accrued on a personal vehicle for work-related activities is reimbursable and should be calculated as follows:

All mileage accrued on work-related business during the work day.

If an employee commutes from their *Official duty station* to or from a *temporary duty station*, the employee shall put in for mileage reimbursement for the distance of the commute between the *Official duty station* and the *temporary duty station*.

If the distance required for an employee to commute to or from their *temporary duty station* to or from their residence is a greater distance than their usual commute to their *official duty station* from their residence, the employee shall request mileage reimbursement for the difference.

Mileage reimbursement must be applied for using the form provided by the Treasurer and submitted to the employee's supervisor for payment by the fifteenth day of the month following accrual. See *Use of Employee Owned Vehicle Policy* for substantiation requirements.

Approved by: Board of Selectmen
March 7, 2019

Town of East Windsor
Expense Reimbursement Form 2021

Employee: _____

Month of: _____

	Travel						
	Beginning	Ending	Auto		Other		
Date	Odometer	Odometer	Miles	Amount	Items	Total	Explanation
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
			0	$0.560		$0.00	
Totals			0			$0.00	

Line Item Number	Amount
Total	$0.00

Signed: _____

Date: _____

Approval: _____