

MACOMB COUNTY HUMAN RESOURCES POLICY

MILEAGE REIMBURSEMENT

Mileage reimbursement will be made for employees required to use their personal vehicles to perform authorized County business. Mileage expense is reimbursed at the IRS published rate, which is subject to change. Mileage reimbursement will be paid based on the rate in effect at the time mileage is incurred.

Mileage reimbursement must be authorized in advance by the Department Head or designee and in accordance with County and Department Policy.


Mileage will be reimbursed for the actual business related mileage from the primary work site to the location of the business function being attended, as well as return to the primary work site. If the employee departs from or returns to their residence (instead of their primary work site) only the mileage in excess of the normal, daily commute will be reimbursed.

Distances must be accurate as they may be checked during periodic audits.

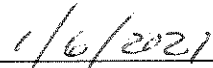
Requests for mileage reimbursement are to be filed on forms authorized by the Finance Department. Forms must be submitted to the Finance Department within forty-five (45) days after the expense has been incurred.

This policy constitutes the maximum amount any employee will receive as reimbursement for mileage. Individual departments or collective bargaining agreements may institute policies that are more restrictive, but individual department policies cannot be less restrictive, unless mandated by State or Federal guidelines.

Approved:



Office of County Executive



Date

Revised: February 21, 2020