

Mileage Reimbursement Procedure

Mileage reimbursement may be requested for work related travel incurred after the employee's first official work stop during the work day and before the employee's last official work stop before going home.

IRS regulations around mileage reimbursement define an employee's "official work stop" by geographical area within a general commute area. The "general commuting area" for Lamoille North Supervisory Union is defined as any location within the legal geographical boundaries of the six member towns consisting of: Belvidere, Cambridge, Eden, Hyde Park, Johnson and Waterville. Employees required to travel for work related reasons, to a location outside the general commuting area of these Lamoille North area towns are eligible to submit a mileage reimbursement request from their home to the required location outside this geographical area.

Examples:

- 1) An Eden employee drives from their home in Coventry to the Lamoille Union High School in Hyde Park for a meeting. The high school is within the "general commuting area" so, the employee is not eligible for mileage reimbursement.
- 2) The same Eden employee is required to attend training in Newport, VT. Although Newport is closer in miles to the employee's home than Hyde Park, the employee is entitled to request mileage reimbursement since Newport is outside the defined geographical area for Lamoille North.
- 3) After the meeting at the high school in Hyde Park, the employee from Eden was asked by the principal to stop by the central office, pick-up the mail and return it to the Eden School. Since this is work related travel incurred after the employee's first official work stop (the high school) during the work day and before the employee's last official work stop (the Eden school) before going home, the employee may claim mileage between the high school and the central office, as well as between the central office and the Eden school. The employee would not be eligible for mileage reimbursement between the Eden School (their last official work stop) and their home.

The rate of reimbursement will be the published IRS reimbursement rate on July 1st for the time period covering July 1st -December 31st and the published rate on January 1st for the time period January 1st through June 30th.

NOTE: Mileage reimbursement should be submitted within 30 days of travel. After 90 days, the IRS no longer views mileage as reimbursable. Submissions after 90 days will not be processed.

This Mileage reimbursement practice supersedes all other reimbursement procedures and precedent effective July 1, 2011.