

Sacramento Employment & Training Agency Policies and Procedures

Mileage Reimbursement Procedure

Guidance:

Mileage reimbursement may be claimed for the following:

- The cost of the authorized use of your private vehicle for local travel from your main workplace to another in the course of performing your job.
- The additional cost of traveling from your home to an assigned workplace other than your main workplace.
- The cost of visiting clients or customers in the course of performing your job.

Do not include expenses you have while traveling out of town. Those expenses are considered travel expenses and should be claimed on a "Travel Approval and Expense Claim Form".

Procedure:

The "County of Sacramento Mileage Claim" form cannot be processed until proof of insurance coverage has been submitted to the SETA Fiscal Department. Be sure to resubmit proof of coverage when you renew your policy or change insurance carriers. The mileage claim form should be submitted when an employee has traveled, using their private vehicle, to conduct Agency business and/or has paid for parking fees/bridge tolls.

Mileage claims must be submitted **monthly**. **All mileage claims should be signed and submitted to the employee's supervisor, or approving official, within ten (10) days after the end of the month during which mileage has**

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accrued. For example, a mileage claim for the month of January should be submitted no later than February 10th.

The County of Sacramento issues a reimbursement check when a mileage claim is over fifteen dollars. The Head Start Petty Cash Custodian pays reimbursements in cash when a mileage claim is under fifteen dollars; however, all mileage claims should be forwarded to the SETA Fiscal Department first, for approval.

Submit the “County of Sacramento Mileage Claim” form by filling out the following:

- Employee Name and Address – this is your current home address and should be the same as your proof of coverage from your insurance carrier. The check will be mailed to your home address.
- Month and Year of Claim – Mileage claims should be signed and submitted to the employees supervisor or approving official within ten (10) days after the end of each calendar month during which mileage has accrued.
- Department – this is your work location, in case there are any questions. Example: Head Start (site name).
- Date of Month – When the mileage took place. **Do not combine different months on the same form, there should only be one month on each form.**
- Parking Fees – Example: parking in public parking lot or metered street parking while conducting official business.

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- Bridge Tolls – Example: paying a toll to cross a bridge while conducting official business. (Remember that if it is out of town it should go on a travel claim rather than a mileage claim).
- Number of Miles Driven – Example: the miles driven to the business location and back to your main place of work.
- Territory Covered or Trip/Comments – Explain why the miles took place. Describe the territory covered by using common name or citing addresses visited. Example: Went to the main office at Del Paso and back to HS (site name) to deliver time sheets.
- Make and Model of Vehicle Used. Example: Ford, Mustang.
- Vehicle License # – license plate number of the car used.
- Totals – Calculate the totals for the Parking Fees, Bridge Tolls, and the miles driven for the entire month.
- Mileage Rate – This is the current standard mileage rate set by the IRS. (This can change so check with supervisor, or the Fiscal Department, if you are not sure).
- Cost of Miles – This is the total miles driven for the month, multiplied by the mileage rate.
- Signature of Department Employee – The signature of the person submitting the mileage claim form.

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- Phone – The work phone number of the person submitting the mileage claim form.
- Date – The date the mileage claim form was signed and submitted to supervisor.
- Signature of Department Head –The completed form is reviewed and initialed by the supervisor. The supervisor will then forward the claim to the Department Head or designee, and the Department Head will sign and forward the claim to the Fiscal Department.
- Date – The date the manager signed the mileage form.