

511 Mileage Reimbursement

Effective Date: 7/11/2012

Revision Date:

MHLS will reimburse employees for mileage incurred while on MHLS business or related activities away from the normal work location.

Reimbursement is at the current maximum rate allowed by the IRS, for the most efficient route, plus tolls and parking.

The distance reimbursed for an MHLS-related stop is based on the point of origin, the most efficient route available, and the actual distance driven by employees.

MHLS-related stops that occur on an employee's normal daily commute, reimbursement shall be paid for mileage that is in excess of the employee's normal daily commute distance.

For travel within the Mid-Hudson Library System service area, employees are expected to complete a reimbursement request monthly.

When using a personal vehicle, or vehicles owned, leased, or rented by MHLS, the employee must operate the vehicle in a safe manner and must abide by all traffic rules and regulations. Employees who are involved in an accident while traveling on business must promptly report the incident to the police and Business/Finance Manager and the rental company if applicable.

Abuse of this mileage reimbursement policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.