

**DELTA TOWNSHIP
COMPILED POLICY MANUAL**

Title:	Mileage Reimbursement Policy
Adoption Date:	June 19, 2003
Revision Date:	

General Purpose:

This policy is to provide direction when an employee is requesting mileage reimbursement for using his/her personal vehicle while conducting Township business.

Actual Policy as written:

When requesting reimbursement for mileage it must be determine if reimbursement is appropriate. To make this determination the following requirements must be met:

1. The trip must be authorized by employee's immediate supervisor or director.
2. An employee can use their personal vehicle (and request reimbursement) only when all attempts at securing a township vehicle to use have been exhausted.

The amount of reimbursement is based on the number of miles driven to/from destination at the standard IRS mileage reimbursement rate applicable at the time the trip was taken.

The appropriate mileage reimbursement form must be completed by the employee. The employee's immediate supervisor or director has to give his/her approval of the reimbursement request.

The reimbursement will then be handled in the same manner as all other account payable invoices. It is to be included on the "Finance Committee Report" given to the Township Board members for final approval.