

G. MILEAGE REIMBURSEMENT

Work related travel apart from normal commute to and from work when using a personal vehicle for authorized business purposes will be reimbursed at the prevailing IRS mileage rate. Parking fees (not fines), bridge tolls, train, bus or subway tickets are also reimbursable upon presentation of receipts showing the nature and amount of the expense. Mileage must be recorded on the standard form (available from Accounting), and approved by the supervisor.

Employees are reminded that to be eligible for mileage reimbursement, employees must have on file with their supervisor the name of their automobile insurance company, the policy number, expiration date, and maximum coverage limits, as well as a copy of their valid California State Driver's License.

Authorized mileage reimbursement will be that mileage required in connection with Archdiocesan business over and above the mileage of the employee's normal daily commute. The IRS calculation for reimbursement is the excess of mileage to the destination, less the normal commute miles. For example, an employee leaves from home and goes to a parish and then comes to the Pastoral Center. Assume the trip is 25 miles, and also assume, the normal commute one-way to the Pastoral Center is 10 miles. Employee should claim 15 miles for reimbursement. If an employee does not return to the Pastoral Center but goes straight home, then the reimbursement is for 5 miles. For further information on mileage allowance, ask to see Director of Human Resources "Memo on Employee Mileage Allowance" and any amendments to it.