

PHILLIPSTON MILEAGE REIMBURSEMENT POLICY

This policy describes the rules governing reimbursement of travel expenses when employees use their personal vehicle on Town business.

At times Phillipston municipal employees and town officials may use their own vehicle for business purposes. It is the employee's responsibility to make prudent travel decisions in compliance with this policy, to keep costs within reasonable limits, and to report expenses according to established expense reporting procedures. Travel expenses should be practical and an employee's best judgment should be followed when expending public funds. Employees need to submit documentation when necessary. Supervisors are responsible to review expenses and authorize payment under this policy. Failure to comply with these policies may result in disciplinary action up to and including termination.

A municipal vehicle should be used for Town business travel whenever possible. If one is not available, then the use of personal vehicle is permitted. Pre-authorization from the employee's supervisor is required and budgeted funds must be available before an employee can travel or register for a business event outside of Town.

The following employees are pre-authorized to use their personal vehicle for Town business: building, wiring, plumbing and gas inspectors; animal control officer/barn inspector; chief administrative officer.

Generally, allowed reimbursable expenses are those that employees must incur as a result of completing their normal work assignment and responsibilities for the Town, including conferences, meetings and seminars, and shall be conducted in the most reasonable, cost-effective manner. Reimbursements should be made only for charges reasonably needed to conduct Town business and not for the purpose of personal convenience.

Costs of commuting between home and work are not eligible for reimbursement; employees who work from home will not be reimbursed for trips to Town offices.

The Town will reimburse mileage for the round trip between the employee's usual municipal work site and the business function attended. If the employee starts from or returns to home instead of to their worksite, only the miles in excess of their daily commute will be reimbursed. The Town will also reimburse parking and tolls incurred as part of the business travel. The Town reserves the right to verify travel route distances using Google maps or other similar travel mapping software, which determination shall be final.

Mileage reimbursement will be at the IRS Standard mileage rate for the year in which travel occurs.

Employees must document their travel on the Mileage Reimbursement Form. Receipts for parking and tolls must be submitted with the request for reimbursement. Employees will not be reimbursed without proper documentation. Employees may submit their reimbursement requests with their payroll timesheet, but in no event less than quarterly. At the end of the fiscal year employees should submit their final reimbursement forms for the fiscal year then closing with their final fiscal year timesheet.

Approved by the Selectboard August 13, 2018.

Takes effect immediately, superseding all prior policies.