

Mileage Reimbursement Policy

Revised 8/1/2018

- I. The Guild will provide mileage reimbursement if traveling officially for Orchestra purposes.
- II. Reimbursement will only be provided if you are transporting food, drinks, instruments or if there is no room left on the buses and you are an official chaperone for a trip. Reimbursement WILL NOT be provided if you choose to drive separate from the group.
- III. Mileage will be paid at 40 cents per mile. If you choose to donate this amount to the orchestra, a form will be provided upon request for tax purposes. The same would apply for gas receipts.
- IV. It is your responsibility to provide a written log of trip miles complete with beginning and ending odometer readings for all destinations Please include date(s) traveled.
- V. Gas receipts will no longer be accepted for reimbursement.