



**RURAL WATER DISTRICT #10**

**POLICY & PROCEDURE**

<b>SUBJECT: Mileage Reimbursement</b>		
<b>NUMBER: 202</b>	<b>ISSUE DATE:</b> August 10, 2018	<b>EFFECTIVE DATE:</b> August 10, 2018
<b>RESCINDS &amp; REPLACES:</b>	<b>AMENDS:</b>	<b>PAGE NO.</b> 1 of 1

**MILEAGE REIMBURSEMENT**

**PURPOSE**

Mileage reimbursement will take place when an employee or board member conducts Jefferson County Rural Water District Number 10 business in his or her personal vehicle.

**POLICY**

The Board of Directors and employees of Jefferson County Rural Water District #10 are all expected to fully comply with the mileage reimbursement policy. Failure to do so will result in payment for mileage being withheld until in compliance.

The Jefferson County RWD #10 Mileage Reimbursement form must be used. The beginning odometer reading, ending odometer reading, starting location, destination, date and reason for the business must be on the mileage reimbursement form.

The mileage reimbursement form must have the employees name, address, license plate, year, make and model of vehicle as well before being submitted for payment.

The reimbursement rate will be based on the Internal Revenue Service standard mileage rate for business miles driven.

The reimbursement process will begin once the completed form is submitted to the utility billing clerk for the district.

Payments will be finalized by the authorized Board of Directors.