

Mileage Reimbursement Policy

Policy

Troop 101 will provide mileage reimbursement at mileage rates as published annually by the Troop Committee. Allowed mileage rates are listed in Appendix 1.

Mileage will be reimbursed for the following activities:

1. Any individual transporting themselves and other scouts/adult leaders to and/or from a Troop 101 event or outing pursuant to the passenger requirements in Appendix 1.
2. Any individual who tows a Troop 101 trailer to and/or from a Troop 101 event or outing.
3. Other mileage specifically approved by the Troop Committee Chair in writing prior to incurring the expense. Such documentation should be provided to the Finance Chair with the mileage reimbursement request.

Procedures

The mileage request-approval-reimbursement process should occur as follows:

- The driver will notify the Scoutmaster or Assistant Scoutmaster trip leader of their intention to drive with scouts and/or the Troop 101 trailer.
- The driver will complete and submit the Troop 101 Mileage Reimbursement Form to the finance chair within 21 days of incurring the expense.
- The Finance Chair should provide authorized mileage reimbursements within 14 days of receiving a completed Troop 101 Reimbursement Form.

Appendix 1

2023 Mileage Rates

Transporting 3 or more total scouts/adult leaders to Troop 101 sponsored events	\$0.25 per mile
Towing trailer to Troop 101 sponsored events	\$0.35 per mile
Other (with approval from Troop Committee Chair)	\$0.14 per mile