

MACOMB COUNTY HUMAN RESOURCES POLICY

MILEAGE REIMBURSEMENT

Mileage reimbursement will be made for employees required to use their personal vehicles to perform authorized County business. The mileage reimbursement rate will be established in accordance with the Internal Revenue Service mileage reimbursement formula. Mileage reimbursement will be paid based on the rate in effect at the time the payment is requested.

Mileage reimbursement must be authorized in advance by the Elected Official/Department Head or designee.

Requests for mileage reimbursement are to be filed on forms authorized by the Finance Department. Forms must be submitted to the Finance Department within forty-five (45) days after the expense has been incurred.

Approved:



Office of County Executive

7-8-14

Date