

## **Town Of Pomfret Employee Mileage Reimbursement Policy**

At times Pomfret municipal employees and town officials may be required to use their own vehicles for business purposes. Reimbursement for the operating expenses of the vehicle will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Reimbursement Rate published by the IRS. The costs of commuting between home and the standard municipal worksite will not be reimbursed. Employees who typically work from home will not be reimbursed for trips to town offices (i.e. town office, town hall, highway department, etc.)

Mileage will be reimbursed for the round trip between the standard municipal worksite and the business function being attended. If the employee departs from or returns home, instead of to their worksite, only the miles in excess of the daily commute will be reimbursed.

Employees must document their travel on the Pomfret Mileage Reimbursement Form. In order to comply with IRS documentation requirements, Pomfret Mileage Reimbursement Forms must be submitted at least quarterly, but preferably with standard timesheets. For fiscal yearend Mileage Reimbursement forms should be submitted with the final timesheet of the fiscal year.

Approved and adopted by the Pomfret Selectboard at the June 15, 2016 Regular Selectboard Meeting  
Amended and approved by the Pomfret Selectboard at the July 6, 2016 Regular Selectboard Meeting