

**Town of Guilford
223 Marble Road
Guilford, NY 13780**

POLICY AND PROCEDURE

MILEAGE REIMBURSEMENT

Policy: It is the policy of the Town of Guilford to reimburse town employees for use of their personal vehicles used to conduct town business. The rate of reimbursement will be determined at the annual reorganization meeting held in January of each year.

Procedure:

1. Employees will record the information requested on the mileage log (see attached) whenever using their personal vehicle for conducting town business for which they are requesting reimbursement. NOTE: Travel associated with commuting to and from work will not be reimbursed.
2. At the end of each quarter, the completed mileage log will be totaled and submitted along with a signed Town of Guilford voucher to the Town Clerk. The log and voucher need to be submitted by the 5th of the month.
3. Mileage disputes will be settled by using Google map address to address.
4. The Town Clerk will submit the completed voucher to the Town Board for approval of payment at the regular monthly board meeting.
5. The Town Clerk will issue a check to the employee within one week of the approval date.

Adopted: 12/8/10