



Mileage Reimbursement

Effective March 2010

Mileage reimbursement will be added to your paycheck

As a cost savings measure, instead of issuing two separate checks (one for payroll and one for mileage) the two will be combined into your paycheck effective March 2010.

How will it work?

Mileage sheets will continue to be due on the 15th of each month (*or the Friday before if the 15th is Saturday or the Monday after if the 15th is Sunday).

Salary employees will receive their mileage reimbursement in their paycheck at the end of each month.

Hourly employees will receive their mileage reimbursement on your first paycheck after the 22nd of each month. See schedule to the right.

Hourly Mileage Reimbursement Schedule	*Mileage Sheet Due	Paycheck Mileage Reimbursement Included
	March 15	April 2
	April 15	April 30
	May 15	May 28
	June 15	June 25
	July 15	August 6
	August 15	September 3
	September 15	October 1
	October 15	October 29
	November 15	November 24
	December 15	January 1

What will my mileage reimbursement look like on my paycheck?

Payroll Deductions		
Code	Hours	Year To Date
MILEAG	-\$34.95	-\$125.95

Under "Payroll Deductions" under the "Code" column, you will find description "MILEAG" and a negative amount. Rest assured, the mileage will not be taxed or added to taxable income.

Why a Negative Amount? Positive amounts under payroll deductions are subtracted from your net pay while a negative amount actually increases your net pay.

Reminders

Please ensure ALL information is complete upon turning in your mileage form (signature from employee, signature from supervisor, specific information, accurate information, etc).

If an entry is missing necessary information, that entry will not be paid. If the mileage sheet is not signed, the mileage sheet will be returned to your Supervisor and can be re-submitted the following month with the signature.

There is a two month window to submit mileage expense sheets. After the two month time period, mileage expenses cannot be reimbursed.

Please familiarize yourself with the direct mileage guidelines for further information to ensure your mileage expenses will be reimbursed.

Questions?

Contact the Accounting Department.