Mileage Log - Reimbursement Form

Mileage reimbursement policy:
The Land conservancy will reimburse its employees/volunteers for the approved use of their personal automobile on official business that is mission related, properly authorized, reasonable and appropriate. The Land Conservancy will reimburse employees/volunteers at the current rate of .565 dollars per mile, as approved by the Internal Revenue Service for those miles incurred on an individual's personal vehicle while conducting mission related business, whether it is local or out-of-town. Reimbursement on a per mile rate is intended to cover all costs of operating the travelers personal automobile including gasoline, oil, insurance, repairs etc. (exclusive of tolls and parking). Mileage reimbursement requests will be submitted on a monthly basis and paid out on regularly scheduled payday for employees.

Employee/Volunteer Name:(printed) _____

Date	Beginning Odometer	Ending Odometer	Total Miles	*Job #*	Location

Total Miles	
last updated 05/29/13	**per mile $0.565**
Reimbursed Total	**$**

Project Total Summary	
Job #	**Amount**

Approval: Executive Director Signature