

**MILEAGE REIMBURSEMENT POLICY  
TOWN OF BENSON, VERMONT**

**Purpose:**

To provide for the appropriate reimbursement to employees for expenses incurred in the use of personal vehicles on Town business.

**Policy:**

The Internal Revenue Service has issued the 2008 standard mileage rate used to calculate the deductible costs of operating a personal car for business use. The new rate is 50.5 cents per mile is to be used for reimbursement requests for all mileage incurred on or after January 1, 2008.

The Town will reimburse employees for the use of their personal vehicle used for Town business. Reimbursement will be at the effective date and rate published by the Internal Revenue Service.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. For example, if the normal commuting round trip is 20 miles, and the employee goes on a trip that covers 75 miles, only the incremental 55 miles are reimbursable. The number of days should also be taken into account. If the 75 miles in the above example were incurred over three business days, then the incremental reimbursable miles would be 15 ( $75 - (3 * 20)$ ).

Reimbursement requests should indicate the points of travel and the miles eligible for reimbursement. Mileage reimbursement requests should be sent to the Town Clerk either separately or as part of a larger travel reimbursement request.

Exceptions to this policy are at the discretion of the Selectboard. The travel mileage reimbursement policy does not intend to address every issue, exception, or contingency that may arise.

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Signatures

\_\_\_\_\_  
Date

1. Agenda item at regular Selectboard meeting held on.
2. Read and approved at regular Selectboard meeting on \_\_\_\_\_ and entered in the minutes of that meeting which were approved on \_\_\_\_\_