

## **MILEAGE REIMBURSEMENT**

Business related mileage for the Corporation is reimbursable under the following conditions:

- A. Requests for reimbursement are to be submitted on the Monthly Mileage Report. The report must be approved by the Department Head or Principal.
  - a. Parking receipts are required for reimbursement.
  - b. Odometer readings are required unless utilizing the fixed rates.(see table)
  - c. Date, From/To, Mileage, Nature of Business, Employee signature, Supervisor Signature must be documented on mileage form.
  - d. Incomplete reports will be returned.
- B. Mileage will be reimbursed at the Board approved rate of .48 cents per mile.
- C. Mileage will be reimbursed during the fiscal year it was incurred. Forms must be submitted to the Director of Finance within sixty (60) days of travel. All travel during the months of May and June must be submitted by June 30th to be reimbursed within the current fiscal year.
- D. Monthly Mileage Reports submitted after the deadlines stated above will not be reimbursed.

<b>FIXED MILEAGE CHART</b>		
<u><b>START LOCATION</b></u>	<u><b>END LOCATION</b></u>	<u><b>MILEAGE ONE-WAY</b></u>
Bourbon, IN	Argos, IN	11 miles
Bourbon, IN	Bremen, IN	12 miles
Bourbon, IN	Carmel, IN	98 miles
Bourbon, IN	Culver, IN	21 miles
Bourbon, IN	Elkhart, IN	32 miles
Bourbon, IN	Fort Wayne, IN	56 miles
Bourbon, IN	French Lick, IN	221 miles
Bourbon, IN	Goshen, IN	30 miles
Bourbon, IN	Indianapolis, IN	113 miles
Bourbon, IN	Monticello, IN	64 miles
Bourbon, IN	Nappanee, IN	17 miles
Bourbon, IN	NIESC	29 miles
Bourbon, IN	Plainfield, IN	128 miles
Bourbon, IN	Plymouth, IN	11 miles
Bourbon, IN	Plymouth, IN ( Swan Lake)	19 miles
Bourbon, IN	Warsaw, IN	17.5 miles