

Mileage Policy

Delaware County Board of Developmental Disabilities

Board Review Date: February 18, 2010
Board Resolution #: 10-02-04
Effective Date: February 19, 2010
Next Review Date: February 2011
Reviewing Department: Administration

If you leave for a meeting or a home visit directly from your home, you must first deduct the mileage you would normally travel to work before you start charging the county board for mileage. For example, if your drive to work is 12 miles one way and you go to a meeting in Columbus from your home and that trip is 18 miles, you must first deduct your one way commute of 12 miles which leaves six (6) miles you may claim as reimbursement. If your first trip is less than your normal daily commute, you cannot claim mileage until your business mileage exceeds your daily commute.

Employees who have been officially approved to have a home office and live in Delaware County may count mileage from when they leave their home office. Employees living outside of Delaware County may claim mileage from the point they cross the Delaware County line until their first appointment. If their first appointment is outside of Delaware County, their commute from home to the county line shall be treated the same as an employee's commute from their home to their assigned Board office as in the first paragraph above.

Employees will have to account for only one round trip commute per day. If employees are "called in for emergencies" after completing their normal daily commute, the second commute may be claimed as a business trip. If an employee elects to go home or any where else for lunch or dinner, such a trip is not business related travel. If an employee adjusts their work schedule to attend an evening meeting or conduct a home visit and elects to go to their home between appointments, such a trip is not business related travel. If employees adjust their work schedule to work on a weekend, they must still account for their daily commute but will not have to deduct more than five round trip commutes in any normal work week.

Mileage Reporting Guidelines

- Use the electronic Mileage Reimbursement Form located at *f:/common/forms & form letters/general/mileage reimbursement form*
- Use either Google maps or odometer reporting
- Choose a format and use that for all reporting

Odometer Reporting (recommended):

- Record starting mileage and ending mileage
- Subtract lowest from highest to get total mileage traveled

Google Maps

A copy of Google maps must be attached to each mileage reimbursement form for each destination, only one copy for each destination is necessary. (If a trip has been made on several occasions on the same mileage reimbursement form, only one Google map is necessary.)

Attach Google maps in the order they appear on mileage reimbursement form (placing a date on each Google map is recommended)

Accessing Google:

www.google.com

Click maps in the top left corner

Click “*Get Directions*” in center of the screen (just below Google search bar)

Type starting location and ending location

Click “*Get Directions*” button

To add another destination, click “*Add Destination*” on left side of the page

Type in next destination address...continue until total trip is input

Printing Google Map Directions

Click “*Print*” button in upper right hand corner of screen

A new window will open with a printer friendly page

Click “*Print*” button