

Mileage Policy

Delaware County Board of Developmental Disabilities

Board Resolution #	Effective Date	Board Review Date
17-02-18	February 17, 2107	February 16, 2017

The current mileage reimbursement rate for the Delaware County Board of Developmental Disabilities is \$0.535 cents per mile for use of a personal vehicle for Board business. This reflects the 2017 IRS Business Standard Mileage Rate of \$0.535 cents per mile for business miles driven.

If you leave for a meeting or a home visit directly from your home, you must start your trip in Company Mileage from “home.” Company Mileage will automatically deduct your commute miles for you. 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, Company Mileage will 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, Company Mileage will put your mileage for the day into negative 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. The calculation will occur automatically in Company Mileage for these staff. If their first appointment is outside of Delaware County, Company Mileage will deduct the employee’s commute 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,” are participating in after-hours meetings or work-related activities after completing their normal daily commute, the second commute may be claimed as a business trip. This will need to be entered into Company Mileage as a “mileage override” with the staff notating the total number of miles traveled as calculated by their odometer readings. If an employee elects to go home or anywhere 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 have meetings or visits on a weekend after completing a regular work week, then a “mileage override” will need to be completed as described above. In these cases, employees will not have to deduct more than five round trip commutes in any normal work week.

Mileage Reporting Guidelines

- Use Company Mileage located at www.companymileage.com or the SureMobile application on your phone.
- Enter trips for your day starting and ending your day either at your home or from work.

Company Mileage:

- Will calculate your miles due for reimbursement using MapQuest with a setting of
- “shortest time”.
- Company Mileage will calculate your miles for you upon clicking the “Get
- Mileage” button.

All individuals’ addresses in “Active” status have been previously loaded in Company Mileage, along with vendors and commonly traveled places.

- Fiscal will update addresses changed in Gatekeeper and for all new individuals to the system in Company Mileage on a bi-weekly basis.
- Human Resources will update employee addresses as they change.
- Staff will email Fiscal with any commonly traveled addresses to be entered in Company Mileage.
- Fiscal will add new addresses when processing W9’s for new vendors.

Approval of mileage will occur as follows:

- Staff will enter a true and accurate accounting of mileage traveled for work purposes into Company Mileage starting and ending their day at either their home or work address.
- Staff will have mileage entered for the previous month by the 5th of
- the following month for supervisor approval.
- Staff is requested to write in the memo field if they are meeting a family at a community destination or if their mileage destination may need further explanation. (Ex. Meeting a family at Panera)
- Staff will not be permitted to submit mileage for a month already reviewed by their director and submitted for payment.
- Supervisors will review, reject or approve mileage for each staff within the Company Mileage program by the 8th of the month.
- Fiscal will process approved billing in Company Mileage for payment and import the information into Vouchers A Go Go for processing through the Auditor’s office.