

Area: Fiscal Systems

Subject: FS13 - Mileage Reimbursement Claim

Reference:

Policy: Employees complete a Mileage Reimbursement Claim form to be reimbursed for business use of their personal vehicle.

Procedure:

1. The employee submits completed Mileage Reimbursement Claim form to the receptionist at the end of each month.
2. The receptionist date stamps and forwards to employee's immediate Supervisor.
3. The Supervisor reviews entries:
 - a. Dates
 - b. Locations (i.e., Head Start Central, or specific center)
 - c. Total miles driven
4. Supervisor reviews claim for accuracy, completeness and feasibility of miles claimed.
5. The Supervisor then indicates which program(s) and percentage thereof claim will be charged against.
 - This can be verified by checking that program's budget, status report or by seeking assistance of the Data Technician.
6. Supervisor then initials next to or signs, if signature authority exists, on the Manager/Supervisor line and forwards claim to Administrative Assistant.
7. The Administrative Assistant:
 - a. Obtains needed signatures
 - b. Has account numbers inserted and initialed by the Data Technician
 - c. Forward to the Program Support Secretary for processingThe Program Support Secretary:
 - a. Dates the bottom right-hand corner of the authorization
 - b. Makes a copy of the claim
 - c. Files the copy in the Travel Authorization/Reimbursement Binder
 - i. Under the appropriate staff member's name
 - d. Forwards the original to the Accounting Technician in Purchasing Department, SCOE Business Office
8. Mileage reimbursement checks are sent via U.S. mail to individual staff member's home address of record.

Supervised by: Director II, Director I,

Performed by: Division Staff

Forms needed: Mileage Reimbursement Claim form

Frequency: Ongoing