Auto Mileage Report Standard Operating Procedures

Description of Change

Revision Date	Description of Change
6/8/18	Update of title, employee title, guidelines
2/27/19	Update of title, employee title, procedures (processing)

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Purpose

To ensure proper and timely mileage reimbursements for all staff that may use their Personal Owned Vehicle (POV) while doing business for The Tulalip Tribes Government.

References

GSA POV Mileage Reimbursement Rates

Responsibilities

Staff Responsibilities include tracking accurate odometer readings, filling out the Auto Mileage Report clear and legible, and turning in the Auto Mileage Report by the 10th of each month.

Fleet Management responsibilities include ensuring accuracy on the Auto Mileage Report form, date stamping Auto Mileage Report forms when receiving, processing Auto Mileage Report forms in Munis, and distributing reimbursement checks.

Procedures

1. Eligibility
   a. All Permanent Full-Time and Permanent Part-Time employees will be eligible for the Auto Mileage reimbursement with the approval of their Manager.

2. Processing of Auto Mileage Reports
   a. The Auto Mileage Report will be processed for reimbursement by Fleet Management.

       i. Auto Mileage Reports will be processed after the 10th of the month.
       ii. Once the Auto Mileage Reports have been entered into Munis, they will then go to Finance Compliance for review and approval.
       iii. Once approved, Finance Compliance will submit the requests to Accounts Payable for a check to be cut. It can take up to seven (7) business days for processing.
   b. Auto Mileage reimbursement checks will be available at the cashier window.

3. Requirements
   a. Employees who use the Auto Mileage Reimbursement service **<u>MUST</u>** follow the guidelines in this procedure.
   b. All Auto Mileage Reports must be legible.
       i. It is preferred to receive Auto Mileage Reports that have been filled in electronically.

c. All Auto Mileage Reports must be signed by the employee's manager.
d. It is the employee's responsibility to track their odometer readings. They shall ensure that the numbers of miles are input correctly in the proper column.
    i. MapQuest, Google Maps, etc. are not valid in place of the odometer readings.
    ii. If the odometer readings are not filled out, the Fleet Management will mark the form "Rejected" and the form will be returned to the employee. The employee will not receive a reimbursement check for that month.
e. All Auto Mileage Reports will include the destination that the employee left from and went to, along with the purpose for the travel.
    i. Mileage will not be paid to or from the employee's home address.
f. If Fleet Management has found a discrepancy in the employee's Auto Mileage Report, he/she shall scan the report by email explaining the discrepancy and ask for the employee to make changes within one (1) business day.
    i. When the employee makes the changes, they must initial each changes and have their direct manager initial as well. The corrected copy will be attached to the original Auto Mileage Report when it is processed.
g. Each form must have only one month of mileage. Forms received with multiple months will be rejected.
h. To ensure that the mileage is processed in a timely manner, each Auto Mileage Reports must be turned in before the 10th of the following month.
    i. If a request is received late, it will be marked "Rejected" and sent back to the employee. The employee will not receive a reimbursement check for that month.
    ii. Fleet Management will be responsible to date stamp the document when he/she has received the form.
i. An employee must keep all receipts for their parking in order to be reimbursed. The parking receipts must show the date and the total cost.
    i. All parking receipts must match the Auto Mileage Report.
    ii. Parking receipts must be turned in monthly.
j. If an eligible employee uses multiple vehicles during the month, they must check the "Different Car" column on the Auto Mileage Report.