

Mileage Reimbursement

The Sayville Library will reimburse employees for mileage when the employee attends a pre-approved meeting/seminar on Library business. The Internal Revenue Service guidelines for standard mileage rate reimbursement will be the guidelines used by Sayville Library, adjusted annually as per the IRS.

The exact mileage will usually be determined by the use of a standardized mileage chart (ex. Sayville to Bellport) or an Internet map utility, such as Mapquest or Yahoo Maps.

When traveling from home to a location other than the Library or from a location other than the Library to home, reimbursement is calculated on the total mileage less the distance from the employee's home to the library. Ex.: If an employee travels from home to a meeting and then to the Library, the Library will reimburse the employee the mileage from home to the meeting and then from the meeting to the Library, minus the distance from home to the library.

When traveling to a meeting leaving from and returning to an employee's home, without going to the library, reimbursement shall be for the round trip, home to meeting location, minus the employee's regular round trip mileage to the library.

If the distance to a meeting location is less than the employee's round trip mileage to the library, there will be no reimbursement.

When traveling to a meeting leaving from and returning to the library, reimbursement shall be for the complete trip.

When more than one employee is pre-approved for the same meeting attendance, car- pooling is strongly encouraged.

Reimbursement requests must be submitted within a month of attendance at the meeting.

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