

# Mileage Reimbursement

The Sayville Library reimburses employees for mileage incurred while attending pre-approved meetings, seminars, or other official Library business. Reimbursement will be based on the current standard mileage rate established by the Internal Revenue Service (IRS), as updated annually.

Mileage will be calculated using a standard mileage chart or a Google Maps.

## **Reimbursement Guidelines:**

- Travel between home and a meeting location (or vice versa) will be reimbursed minus the employee's normal commute distance to the Library.
- If travel begins and ends at home without stopping at the Library, reimbursement will be calculated as the total round trip minus the employee's regular round-trip commute.
- No reimbursement will be provided if the total travel distance is less than the employee's normal commute.
- Travel that begins and ends at the Library will be reimbursed in full.

When multiple employees are approved to attend the same event, carpooling is strongly encouraged.

**To receive mileage compensation, employees must submit a completed *Travel Reimbursement* form within 30 days of the event.**

Adopted: 1/13/2004  
Updated: 7/13/2004, 12/14/2009  
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