

# Mileage Reimbursement Form

Ordinance 2.36.220.A.4.ai

If the employee or member of the City Council is authorized or required to travel by private vehicle, the employee or member of the City Council shall be paid mileage at a rate equivalent to the current Internal Revenue Service mileage allowance, not to exceed the cost of equivalent coach airfare.

The employee or member of the City Council is required to complete a Mileage Reimbursement Form to be paid for mileage. The form will contain the details of the travel, including to, from and reason for the travel. The form shall cover no more than a 30-day time period and is due no later than 10 business days into the next month.

City of North Pole Department: \_\_\_\_\_

Name: \_\_\_\_\_

Date Range	
From	To

Date	Reason for Travel / Location To & From	Miles Traveled
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							Total Miles	
							Mileage Rate	\$
							Reimbursement	\$

Notes: \_\_\_\_\_

\_\_\_\_\_

Employee Signature: .....

Date: .....

Approval Signature: .....

Date: .....