

Mileage Reimbursement Procedures

1. Mileage Reimbursement is permissible when an Employee (EE) uses personal vehicle to attend a pre-approved conference or training
2. EE submits completed CO-5AA to Supervisor for approval of mileage reimbursement
3. Submit a separate form per event/trip
4. Use online map source such as Google Maps to verify mileage distances
5. Print maps and attach to CO-5AA
6. Mileage reduced by number of commuting miles from EE Home to ICC
7. EE address of record is used as Home Address
8. Mileage Rate is set per the IRS. Current rate is .535 per mile
9. Submit receipts for tolls and/or parking
10. Completed and signed CO-5AA is submitted to Central Office (CO) within 30-days of travel date
11. CO verifies form including mileage calculation
12. If CO-5AA is In Good Order, then form is signed by Superintendent or Business Manager
13. CO-5AA is forwarded to payroll for processing
14. Reimbursement will be made per the Payroll Calendar schedule
15. If CO-5AA is Not In Good Order, then CO will return form, mileage maps print out, a new CO-5AA to be completed and signed by EE and Supervisor, and a letter of explanation from Business Manager (Example on Page 2)
16. EE will resubmit the corrected CO-5AA to CO for processing

Items To Submit for Reimbursement

1. CO-5AA
2. Map - Print out with mileage
3. Toll or Parking receipts

Calculation Example

Round Trip Miles Traveled Home To/From Conference = 45
(Minus)
Round Trip Miles Traveled Home To/From ICC = 15
Total Miles (45 – 15) = 30
Total Miles * Federal Mileage Rate (30*.535) = \$16.05
(Plus)
Tolls and/or Parking = \$2.00
Total Reimbursement = **\$18.05**