Employee Mileage Reimbursement Policy

If use of an employee's personal vehicle is required for business purposes, the Roman Catholic Church of the Archdiocese of New Orleans Administrative Offices (ANO) will reimburse employees in accordance with the policy outlined below.

Business and Normal Commute Mileage

Business mileage is the travel an employee incurs beyond his or her normal commute mileage on a normal workday for business purposes. Employees may request reimbursement for any business mileage incurred. Any mileage incurred while traveling to non-mandatory ANO sponsored events is not considered business mileage and will not be reimbursed by ANO.

Normal commute mileage is the transportation mileage between your home and your primary work location or vice-versa and is not reimbursable. Home is defined as where you reside.

Reimbursement

Employees who choose to be reimbursed for business mileage should complete the appropriate “Employee Mileage Reimbursement” Form available at the ANO website, nolacatholic.org, under the Accounting Office. All reimbursements should be reviewed and approved, in writing or through PaperSave, by someone other than the person receiving reimbursement.

Mileage will be reimbursed in one mile increments in accordance with the latest reimbursement rates established by the IRS. Mileage figures should be verifiable through common third party mileage calculators (i.e. Google Maps, MapQuest, etc.). Trip mileage of less than one mile will not be reimbursed. The mileage rate includes gas, vehicle maintenance, insurance, and other personal vehicle-related costs. The rate for January 1 - June 30, 2022 is 58.5¢ per mile. The rate for July 1 - December 31, 2022 is 62.5¢ per mile. Note that rates are typically updated each calendar year.

Employees will also be reimbursed for all parking fees and tolls. Any parking fees and tolls in excess of $10 require a receipt attached to the “Employee Mileage Reimbursement” Form in order to be reimbursed.

Mileage reimbursement requests should be submitted on a timely basis and may be denied if not submitted timely. Any mileage reimbursements older than 3 months will need to be approved by the CFO or Vicar of Finance.

ANO will not reimburse employees for direct expenses not necessary for business purposes, such as: parking tickets, vehicle repairs and maintenance, fines for moving violations, or vehicle towing charges.

An employee who uses transportation methods other than their own vehicle for business mileage may claim actual transportation expenses up to the amount they would be reimbursed if they claimed mileage under the “Employee Mileage Reimbursement Policy”.

For shared commutes, only one employee may claim reimbursement.

Business Mileage Calculations:

- Normal commute mileage will not be reimbursed unless it occurs outside of a normal workday.
- Any mileage to and from an off-site business location and the employee’s primary work location will be reimbursed 100%.
- If the employee departs from or returns to their home instead of their primary location, only the miles in excess of the normal daily commute mileage can be claimed as an expense. (See examples on next page.)
**Normal Commute: Home to Work or Work to Home**

**Not Reimbursable**

- Employee leaves from home on a normal day, goes to primary work location and returns home. Both trips are together total your normal daily commute mileage.

**Legend**

- Orange: Not Reimbursable Trip
- Blue: Fully Reimbursable Trip
- Green: Partially Reimbursable Trip

**Travel from Work to Offsite Location and Back to Work**

**Fully Reimbursable**

- Employee is at the primary work location, leaves to attend an offsite business event, then returns to the primary work location. Both trips are fully reimbursable.

**Normal Commute with Offsite Location Stops**

**Partially Reimbursable**

- Reimbursable Miles = Total One-Way Trip – Normal One-Way Commute Mileage

**Total One-Way Trip**

- Employee goes to the primary work location and back home on their normal commute, but makes a stop for a business purpose on the way there or the way home.

**Offsite Travel without Normal Commute**

**Partially Reimbursable**

- Reimbursable Miles = Total Trip Miles – Total Normal Daily Commute Mileage

**Total Trip Miles**

- Employee does not go to work location as normal, but instead travels to one or more offsite locations all for business purposes. Mileage is reimbursable to the extent it exceeds your normal daily commute mileage.