

**Town of Mashpee  
Board of Selectmen**

**Policy No: 04**

**Mileage Reimbursement Policy**

This policy enables employees of the Town of Mashpee to be reimbursed for actual and necessary mileage expense incurred while on official business inside or outside the Town if authorized.

- Employees traveling on Town business should incur the lowest practical and reasonable expense while completing the travel process in an efficient and timely manner.
- Travel with a personal vehicle within the Town of Mashpee or while en route to a portion of the town which may require crossing town lines for routine business or meetings (i.e. Department Head Meetings, Selectmen's meetings, Finance Committee meetings, Town Meetings, etc.) is not reimbursable.
- In accordance with the Town of Mashpee Bylaw, mileage accrued while using personal vehicles for travel related to official duties and attendance at conferences and meetings outside of Town shall be reimbursed at a rate established by the Internal Revenue Service in its most recent published schedule. Reimbursement of travel expenses shall be made only with prior approval of the travel by the Department Head.
- Employees are encouraged to use a Town vehicle when available.
- Travel expenses between the employee's home and work location are not reimbursable.
- If travel is required from home to a separate location, it shall be reimbursed using mileage from the Town Location (i.e. Town Hall, Fire Department) to the destination. Mileage will be reimbursed from the employee's home to destination only if/when it equals a lesser distance than from the Town location.
- Request for reimbursement must be verified and approved by the employee's supervisor on the required form for mileage reimbursement that displays the date the travel occurred, the number of miles traveled, the amount, the destination, and the reason for travel (see attached Expense Report/Mileage Reimbursement Form). Once approved by the Department Head and the Town Manager, it should be submitted to the Accounting Office for payment within seven working days. A copy of the conference brochure, agenda, notice of meeting or other documentation detailing dates, times, and locations must be attached to the reimbursement request.

***Adopted by the  
Mashpee Board of Selectmen  
February 5, 2007***

## **General Bylaws – Town of Mashpee – 2006**

### **ARTICLE III – Transportation Reimbursement**

**History: Adopted as Ch. 3, Article 3.1 of the 1980 Code**

- §6-7.** General Provisions: When any employee, officer, member of any unpaid board or committee or member of the Board of Assessors travels within or outside the Town of Mashpee or when any member of a paid elected Board travels outside the Town of Mashpee on business connected with official duties, he/she shall be entitled to receive reimbursement on the following basis; if travel is by rail, water, bus, plane or any public transportation, the amount of economy rate fare; if travel is by private motor vehicle, the current rate of reimbursement for such mode of travel established by the Internal Revenue Service in its most recent published schedule. Reimbursement of travel expenses shall be made only with prior approval of the travel by the department head.
- §6-8.** Requests for Reimbursement: Requests for reimbursement shall be made on forms approved by the Town Manager and shall include, at a minimum, the following: date of travel, destination, purpose, odometer readings at start and end of trips, and signature of traveler. The Town Manager is authorized to prepare a standard mileage schedule between the Town and other communities which shall be the basis of reimbursement for travel to points outside of the Town of Mashpee.

History: Amended 11-9-1981 STM, Article 30, approved by Attorney General on 2-16-1982. See Charter, Section 4-2 (A).

History: Amended 10-17-2006 STM, Article 1, approved by Attorney General on 3-13-2006