



Guidelines for Mileage Reimbursement

Goal

These guidelines have been set to compensate for cost associated to mileage done for the Park.

Guiding Principles

The reimbursement should not be a revenue for the claimer.

There must be a pre-approval by a person of authority before travelling.

In order to reduce cost to the Park, it is suggested that the travel be included in a personal outing.

Application

These guidelines are the responsibility of the Park's Treasurer and apply to the Board of Directors, the Social Committee and any persons they may designate.

Guidelines

The claimer must prepare the mileage report that covering a period of at least a month. The form titled 'Mileage Reimbursement' can be found on the Heritage Village Website and must be filled out and signed.

Rate of Reimbursement

Trips of less than 3 miles allow for a \$3 reimbursement.

All other travels are reimbursed at the yearly rate set on the IRS Website:

<https://www.irs.gov/uac/Newsroom/2016-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced> - Business

Effective Date

These guidelines become effective upon publication and replace the ones dated March 12, 2012.

