



Form Date: 7/27/04; Revised 7/11

<p>Travel Reimbursement Regulations For In-County Travel</p>
--

- A. An employee may request mileage reimbursement if he/she is required to travel from one work location to one or more other work locations during his/her work day.
- B. Reimbursement for travel expense for commuting purposes (from/to) home is not permitted.
- C. Travel reimbursement within the county will be paid at the mileage rate established by the IRS (Internal Revenue Service) for use of personal vehicle for business purposes that is in effect on July 1<sup>st</sup> each year.
- D. The completed In-County Travel Expense Account Settlement Form should be submitted at the end of each month to the Accounts Payable Department.