



FORT WORTH MUSEUM
SCIENCE AND HISTORY

MILEAGE REIMBURSEMENT POLICY

Introduction

At times employees may be required to use their personal car for business purposes. Reimbursement for the operating expenses of the car will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS.

Policy

All Fort Worth Museum of Science and History employees who use their cars for museum purposes must have current and adequate car/liability insurance coverage and driver's license.

Mileage will be reimbursed for the round-trip distance between the employee's work site and the Museum. If employees depart from or return to their home instead of their work site, only the miles between the Museum and the work site can be claimed for a mileage reimbursement.

Mileage amounts must be verifiable through the use of commercially available websites (ex. Google Maps) using the "shortest route" option, excluding toll way roads.

Employees must document their travel on the Mileage Reimbursement Form.

Examples

Example #1: An employee travels from the museum to Morningside Elementary School. The employee then stops for lunch on the way to another program at Overton Park Elementary School. Finally, the employee returns to the Museum. The entire mileage for this trip can be reimbursed.

Example #2: An employee travels from the museum to present a program at several schools and then returns home. Mileage reimbursement would be 25 miles which is calculated as follows:

- | | | |
|-------------------------------------|----------|----------------|
| ➤ Trip 1 – Museum to location A | 10 miles | reimbursed |
| ➤ Trip 2 – location A to location B | 15 miles | reimbursed |
| ➤ Trip 3 – location B to home | 8 miles | not reimbursed |

Allowable Mileage Expenses

Examples of allowable business purposes include:

- Meetings
- Conferences/Presentations
- Travel between Museum sites
- Museum Programs
- Classes and workshops if job related and approved by the manager

Unallowable Mileage Expenses

Examples of unallowable business purposes include:

- Commuting between home and the work site
- Elective continuing education

Procedure

Timing

In order to comply with IRS documentation requirements, a complete and accurate Mileage Reimbursement Form must be submitted monthly.

Approval

Forms will be approved by the employee's supervisor and submitted to the Accounting Department.

Documenting the Location

Enter the location name in the "to" and "from" columns

Documenting the Business Purpose

Indicate the purpose of the travel as briefly as possible in the "Purpose of Trip" section. If additional room is required, use the "Notes" section of the form.

Notes

Keep in mind that these forms will be reviewed by outside auditors. If more clarification is required, enter the details in the "Notes" section of the form. This is especially important if the number of miles claimed does not match commercially available websites for calculating mileage. Examples of when this may occur include: travel to or from home to a meeting or conference; carpooling in which several stops are required before the final destination; getting lost.