

MILEAGE REIMBURSEMENT

SUMMARY

This procedure explains how to request a reimbursement for the use of a personal car on County business. Mileage costs outside the individual's standard daily commute are reimbursable with approval from the Department Director and/or authorized designee.

PROCEDURE

1. Submit proof of a valid State of Florida Driver's License and proof of automobile insurance to department's Department Personnel Representative (DPR). It is the responsibility of the DPR to maintain current records. DPR must review driving records of employee who drive on County business at least once a year.
2. Mileage Record form is available online (intranet) in fillable format at <http://intra.miamidade.gov/finance/accounts-payable.asp>. It is recommended that mileage activity be prepared monthly on separate forms, including tolls and parking, and original expense receipts and/or other support documentation be sequentially attached. This assists in staying current with the submission and recording of such expenditures. If tolls and/or parking charges are claimed, original receipts must be taped to letter size paper (8½ x 11) and attached to the form. If receipts are not obtainable, (i.e. Metrorail) reimbursement may be claimed via affidavit memorandum stating the circumstances, and approved (signed) by the Department Director and/or authorized designee.
3. All Receipts and the mileage reimbursement form must be submitted monthly subsequent to the calendar month the expenditures were incurred (e.g. June mileage activity and related receipts must be turned in by July 31).
4. Do not include mileage and/or tolls to and from your home, and/or to your regular place of work.
5. Mileage Reimbursement is computed using the current stipulated U.S. Federal GSA rate. This site can be found by going to the County's intranet site at <http://intra.miamidade.gov/managementandbudget/travel-purchasing.asp> and links to the Federal web site at <http://www.gsa.gov/portal/content/100715>. If the reimbursement request is for a prior calendar year where the mileage rate differed from the current rate, a copy of the rate must be attached to the Mileage Reimbursement Form. Departments processing invoices through the Imaging Workflow Application (IWA) are to adopt the same process. Departments using a mileage reimbursement rate other than the Federal GSA rate (e.g. State of

Florida Mileage Rate or as depicted by the funding source) NEED to attach a copy of the funding source's document authorizing the use of a different rate used in the calculation. Documents are to be attached to the paper voucher Mileage Reimbursement Form or linked to the imaged Mileage Reimbursement form processed via IWA.

6. The completed Mileage Record Form must be signed by the employee, reviewed by the supervisor, and approved by Department Director and/or authorized designee.
7. Non-IWA users need to enter the information as a direct voucher in ADPICS (Screen 1800).
8. Invoice number should be: 'MIL-MM.DD.YY, where MM = Month, DD = the last day of mileage reimbursement on the form, and YY = year of reimbursement. The invoice date should be the date the employee signs the form.

Note: It is recommended that each month should be entered separately on the corresponding Mileage Record Form, and the vendor number beginning with EMPXXXX is to be used (for employees only). This information can be accessed in FAMIS screen FAML9600 under Vendor Type = "E", Mail Code = RM. The Finance Department, Accounts Payable Section needs to be contacted (Customer Service Area-305-375-5111) prior to processing the first reimbursement to assist with establishing a vendor number. The dates recorded must match backup data attached (receipts or Sun Pass invoices), and need to be sequentially organized.

9. Any changes to the employee's address should be immediately communicated to the Finance Department, Accounts Payable - Customer Service Area via e-mail so that the FAMIS vendor file (screen FAML9600) can be updated accordingly and timely.
10. Reimbursement checks are sent via inter-office mail or held for pick-up by originating Department for distribution.

CONTACT(S):

Department/Division

Finance Department/Controller's Division/Accounts Payable Section

REFERENCE DOCUMENT(S):

Administrative Order 6-3, Use of Private Vehicles
Miami-Dade County Travel Policy and Procedures