

# EMPLOYEE MILEAGE ALLOWANCE CERTIFICATE

## *Instructions for Employees*

County employees receive a mileage allowance as compensation for the use of their private vehicles in accordance with the terms of current labor contracts and County ordinances. Payment will be made monthly upon submission of this certificate properly completed and signed in accordance with the following instructions:

1. Regular work station location can be shown either as an address or the name of the facility.
2. List the actual dates when mileage was incurred.
3. Give actual addresses of departure and arrival locations, such as "1 West Street, Mineola," etc. and indicate the number of miles traveled in the last column. If additional space is needed, use additional forms and combine all mileage claimed for the month on one certificate.
4. **In no case will mileage be allowed between your home and your regular work station.** If your first stop in the morning is not your regular work station, only mileage in excess of distance from your home to your regular work station will be allowed. Similarly, if you do not leave for home from your regular work station at the end of your shift, only that mileage in excess of the distance from your regular work station to your home will be allowed.
5. Use a computer mapping service such as, Yahoo! Maps or Google Maps to calculate mileage and retain a copy of such with your mileage reimbursement certificate. For employees who do not have access to a computer, the mileage claimed pursuant to the Nassau County Mileage Chart will be accepted.
6. Tolls, parking meter expenses, and outside telephone call expenses may be converted into miles by the following formula and added to the total mileage claimed for reimbursement.

$$\frac{\text{Cost of tolls, parking meters,} \\ \text{And outside telephone calls}}{\text{Reimbursement rate per mile}} = \text{Expenses converted} \\ \text{to miles}$$

Include an attachment listing actual expenses and submit receipts where available

7. Sign and date employee certification after carefully reading the statement.
8. Submit certificates on a monthly basis to your supervisor for approval and forwarding to your department personnel office for final processing.

## *Instructions for Departmental Personnel*

1. Miles traveled are to be checked against the printout from the computerized mapping service submitted with employee reimbursement claim.
2. Departmental Personnel must ensure that commuting miles are not included for reimbursement on the claim.
3. Addition of miles is to be checked and audit block initialed.
4. Indicate in which payroll employee is included (A, B, or C) and appropriation code to be charged.
5. This form (X-86) along with a printout of the computer must be retained in department files for four years for audit by the County Comptroller as requested.