

*Howard S. Weitzman*  
*Comptroller*

Elizabeth Botwin  
Chief Deputy Comptroller

Aline Khatchadourian  
Deputy Comptroller  
for Field Audit & Special Projects



**OFFICE OF THE COMPTROLLER**  
240 Old Country Road  
Mineola, New York 11501  
Tel: (516) 571-2386  
Fax: (516) 571-5900  
Nccomptroller@nassaucountyny.gov

## **MEMORANDUM**

**To:** All Department Heads  
**From:** Elizabeth Botwin  
Chief Deputy Comptroller  
**Date:** December 5, 2008  
**Re:** Mileage Reimbursement

### **Employees Mileage Allowance – Effective January 1, 2009**

The Internal Revenue Service recently released an updated standard mileage rate; effective January 1, 2009 the rate will be 55 cents per mile.

### **Deducting Commuting Mileage**

Please remind all employees that the County does not reimburse for an employee's normal commuting mileage. A recent audit by the Comptroller's office found 80% noncompliance with this County policy. Mileage reimbursement requests must deduct the employee's normal commuting mileage from any claims where the employee begins or ends the work day at a site other than his or her regular work station. It is the responsibility of the employee, the supervisor and the payroll clerk to ensure that commuting mileage is properly deducted before certifying to the accuracy of the mileage allowance submission.

### **New Policy Accepting Computerized Mapping Services**

Effective immediately, the Comptroller's Office will accept claims for mileage reimbursement based on mileage calculated by any computerized mapping service such as Mapquest, Yahoo Maps or Google Maps for all business trips, including those traveled within the County. Departments are encouraged to select one mapping service for use by their employees. We will accept this standard for mileage reimbursements entered as payroll payments in NUHRS

or sent to us for payment as a claim. The department should retain a printout of the computerized map for audit purposes. The employee's normal commute should also be documented in the department's records by retaining a printout from a computer mapping service. There is no need to forward paper copies of maps with claim vouchers.

For employees without access to the internet, we will continue to accept mileage claims based on the 2007 Nassau County Mileage Chart for trips within the County.

**Revised Employee Mileage Allowance Certificate and Accompanying Instructions**

The Comptroller's Office has revised Form X-86 and the accompanying instructions. The revised form and instructions are attached, and may also be retrieved from the Comptroller's Web site at <http://www.nassaucountyny.gov/agencies/Comptroller/Employees/memos.html>.

Any questions related to vouchers or claims may be addressed to the attention of Susan P. Zecca, Nassau County Fiscal Officer, at [ComptrollerClaims@NassauCountyNY.gov](mailto:ComptrollerClaims@NassauCountyNY.gov) or (516) 571-4945. All questions about payroll reimbursements should be directed to Tom Killeen, Director of Payroll and Health Benefits, at [ComptrollerPayroll@NassauCountyNY.gov](mailto:ComptrollerPayroll@NassauCountyNY.gov) or (516) 571-2535.