

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division Policy & Procedure	Date Issued: 12/09/2013	Reviewed: 12/05/2013 By: MG Last Revision:	Section: ADMINISTRATION	Policy No: 006	Pages: 1 of 1
<input checked="" type="checkbox"/> Delinquency and Court Services Division Children's Court Services Network Purchase of Service Agencies	Effective Date: 03/01/2014	Subject: <p style="text-align: center;">Mileage Reimbursement</p>			

I. POLICY

Delinquency and Court Services Division (DCSD) will reimburse its employees for the approved use of their personal automobile on official county business that is properly authorized, reasonable, and appropriately documented.

A valid driver's license issued by the State of Wisconsin and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his/her automobile insurance company for travel that is business or not personal in nature.

II. PROCEDURE

- A. Employees may claim mileage for approved home visits, trainings and meetings outside of the office. If any such visit, training, or meeting is outside Milwaukee County, employees need to see their supervisor for permission to be able to request mileage reimbursement.
- B. Mileage forms are found on the H Drive under the Public Folder and must be typed out not handwritten.
- C. Mileage forms must be fully completed and signed and given to a supervisor for approval. (See Attachment A)
- D. For commonly known agencies (Downtown Court House, Wraparound Milwaukee, and FOCUS), employees may just put down the agency name; for all other places an address must be included.

E. Mileage Submissions

Mileage forms **MUST** be submitted by the last day of the month following the month for which employees are claiming mileage. **The current mileage rate is .565 per mile.**

Supervisors shall submit mileage submissions to the Section Manager, or other designee, for final Division approval, record retention and audit no later than the 10th of the following month.

Reviewed & Approved By: *B. Thomas Wanta*
B. Thomas Wanta, Division Administrator