Dodge County Faith in Action
Policy and Procedure for Mileage Reimbursement

Purpose:
The purpose of this policy is to outline the standard mileage reimbursement policy for all volunteers when driving people on Faith in Action business.

Policy:
When driving people on Faith in Action business, the volunteer will be reimbursed at
Implementation:

1. **For volunteers driving their personal vehicle, map mileage is reimbursable.**
2. **Volunteers seeking reimbursement must fill out the mileage form below, sign it, and submit it to the Faith in Action program director.**
3. **A check will be mailed to the volunteer upon submission of the mileage reimbursement form.**

MILEAGE LOG

Name: _____ (please print)

Date:	**From:**	**To:**	**Total Miles:**

_____ **X** _____ = _____
Total miles driven **Rate of mileage** **Amount to be reimbursed**

_____ _____ _____ _____
Signature of Driver Date Signature of FIA Director Date

_____ Faith in Action P.O. Box 246 Kasson, MN 55944
Driver's Address