

## Diocese of Western Michigan Mileage Reimbursement Policy

The Diocese currently recommends reimbursement to employees, and requires reimbursement to supply clergy at the business reimbursement rate set by the IRS, which is currently 55 cents per mile.

Effective January 1, 2009, lay volunteers who serve on commissions or committees in the Diocese may request mileage reimbursement at a rate of 30 cents per mile, and is subject to change based on either the IRS business reimbursement rate, and if budgeted funds are available. Only trips of more than 50 miles round trip will be considered for reimbursement. This policy is intended to offset the cost of travel and to enable people to serve in the Diocese.

Requests for mileage reimbursement must be received in the Business & Finance office within 30 days.