



Mileage Reimbursement



BEACON
Specialized Living

When can an employee be reimbursed for mileage?

Any employee who uses their personal vehicle for business purposes that have been approved by their supervisor can claim mileage reimbursement.

How do staff get reimbursed?

- Log in to BaseCamp
- Select Policies & Forms
- Click Forms & Postings
- Download the Mileage Report form

Filling out a Mileage Report



- Fill out the date of travel, to/from location, travel purpose, and mileage
- Starting location will be the Beacon home. If you are not leaving from the Beacon home, you must deduct your commute from your mileage.
 - Commute is the distance normally driven from home to work each day.
- Mileage rate is \$0.545/mile
- Sign the form and print your name

A sample BEACON Specialized Living Mileage Report form. The form includes a header with the company logo and name, followed by the title "Mileage Report". Below the title is a table with columns for Date, From, To, Travel Purpose, and Mileage. The table contains two rows of data: 1/1/21 from Beacon Home to Training Site for a CPI Class (10 miles), and 1/1/21 from Training Site to Beacon Home for Return from CPI Class (10 miles). At the bottom of the table, there is a summary section with rows for Total Mileage (20), Mileage Rate (effective 9/1/16) x \$0.545, and Total Reimbursement (\$10.90). Below the table are signature lines for Employee Signature and Date, and lines for Accounting Date Received, Date Paid, Approved by, and Date.

An employee is going to CPI class. They are not scheduled to work at the home today and are leaving from their personal residence to go to class. They live 5 miles from their assigned Beacon home, and the training site is 10 miles away. How many miles can they claim for reimbursement? Remember, they must deduct commute.

- A. 10 miles
- B. 5 miles
- C. 15 miles
- D. None, because it is not much further than their assigned home.

Deducting Commute – Practice

An employee is going to CPI class. They are not scheduled to work at the home today and are leaving from their personal residence to go to class. They live 5 miles from their assigned Beacon home, and the training site is 10 miles away. How many miles can they claim for reimbursement? Remember, they must deduct commute.

B. 5 miles

Total distance (10) – Commute (5) =
Mileage reimbursement

10-5=5 miles

Deducting Commute – Practice



Submitting Mileage Paperwork



Submit the Mileage Report to your supervisor for approval.



Mileage Reports are due by 9:00am on payroll Monday.



Mileage Reports must be turned in within 30 days of travel.