

## FREQUENTLY ASKED QUESTIONS

### MILEAGE CLAIM AND VERIFICATION FORM

#### HOW OFTEN SHOULD I TURN IN MY MILEAGE?

Submit mileage claims every month. If you don't travel often, turning in your mileage every other month is also acceptable.

#### WHEN WILL I RECEIVE MY REIMBURSEMENT?

To get your mileage reimbursement, please follow the Mileage/Claim Form Pay Schedule. Generally, mileage is due by the 5th of the month (or closest prior business day). If the deadline is missed, you will not receive payment until after the following month's Board Meeting (third Tuesday of every month except June, July, and December). Checks are mailed the day after each Board Meeting.

#### WHAT "COUNTS" AS MILEAGE?

Mileage claims should only include miles above and beyond the employee's daily commute.

- Example 1: Attending an off-site meeting during work hours
  - The employee may claim the total round trip mileage when leaving from and returning to their assigned worksite.
- Example 2: Attending an all-day conference
  - The employee may claim the round trip mileage *minus* the normal commute miles to their assigned worksite.
    - For example, if the employee lives ten miles away from their assigned worksite and reports to a site fifteen miles from home, they may claim five miles each way on the form.
    - Alternatively, if the employee lives ten miles away from their assigned worksite and reports to a site five miles from home, they may not claim any mileage as this is less than their regular commute.

Mileage should also be counted as the shortest distance between the departure and arrival points. A Mileage Chart is uploaded to the website with distances calculated between SWMetro sites. This is meant to be a guide for the most popular routes.

- Example: According to Google Maps, there are two routes to get to River Valley Education Center from Dean Lakes Education Center. One route is 16.8 miles while another is 15.5 miles. Unless there is a road closure or other reasonable barrier, the employee is asked to take the shortest route possible.

### HOW IS THE MILEAGE RATE DECIDED?

SWMetro's mileage reimbursement allowance follows rate set by the IRS. Staff are notified via email when the rate has changed. The automated PDF on the website will reflect any change in amount. Please check for current IRS mileage rates at [gsa.gov](http://gsa.gov).

### HOW DO I FILL OUT THE FORM?

This form is now optimized to be filled out on a computer; however, *employees may still print the form to handwrite their mileage and sign it*. If handwriting the form, please do so legibly and in *ink*.

If filling the form out digitally, employees should please follow these steps:

1. **Download the form to the computer.** Save it on the desktop or in a memorable folder. If the form is filled out in the browser and then saved, the data entered will disappear.
2. **Fill out the form entirely.** Each line can be tabbed through [Date > Description > Miles] all the way to the end of the form. If the mileage will not fit on one form, multiple forms with their own totals may be turned in. All forms will need to be signed by the employee and their supervisor.
3. **Sign the form.** The form must be signed by both the employee and the supervisor. To do this on Adobe Acrobat Reader, simply click on the blue box with the red ribbon and follow the prompts. There is also a step-by-step guide on the website titled "How to Sign a PDF with a Digital ID" for more detailed steps on using your Digital ID to sign.
  - a. Adobe may ask you to set up a "Digital ID" which is a special account you authorize as your official digital signature. A step-by-step guide is available on the website titled "How to Configure a Digital ID Signature".
  - b. **Do not use the "Fill & Sign" function.** This feature will lock your supervisor out from signing the form and will delay reimbursement.
4. **Save and submit the form.** Once the form is completed and signed, save the form once more. Attach this copy in an email to your supervisor for their signature. Supervisors must then also download the form and follow Step 3 as listed above to sign and re-attach the form to an email to [dchromy@swmetro.k12.mn.us](mailto:dchromy@swmetro.k12.mn.us), cc: submitting employee. Emails that include a form with an unsigned supervisor line will no longer be accepted.

### MORE QUESTIONS ABOUT MILEAGE?

Contact DIANE CHROMY, Accounts Payable/Receivable Assistant  
[dchromy@swmetro.k12.mn.us](mailto:dchromy@swmetro.k12.mn.us) | (952) 567-8113

### QUESTIONS ABOUT THE FORM?

Contact JENNIFER BOCK, Director of Communications

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