



**TO: Winning Wheels, Strive, Frontier Hollow, Lyndon Progress Center,
Pinnacle and Big Meadows Staff**

FROM: Administration

RE: MILEAGE REIMBURSEMENTS

Beginning January 1, 2019 the standard mileage rate set by the IRS is set at .58 cents per mile.

Destination 1 Destination 2 Total Miles Allowed

Wheels	Lyndon	4
STRIVE	Lyndon	4
Wheels	STRIVE	.7
Wheels	Bus Barn	4.2
STRIVE	Bus Barn	4.2
Lyndon	Bus Barn	.2
Lyndon	Pinnacle Place	39
Lyndon	Big Meadows	37
Wheels	Big Meadows	41

Please use the total miles allowed above when calculating your reimbursements for mileage. **Keep in mind the 'Total Miles Allowed' is for a one-way trip. If you are traveling round trip, you will need to double your miles allowed. If the mileage is for a seminar, you must attach a check request with the bottom portion completed.**

Thank you

MILEAGE RECORD

EMPLOYEE NAME _____

FACILITY NAME _____

DATE	DESTINATION	PURPOSE	MILES

TOTAL MILES _____

Mileage will be paid at the standard mileage rate set by the IRS.

Approved By _____

Date _____

****If mileage is for a seminar, you must attach a check request & complete the section at the bottom or your request will be returned**