

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 106



Mileage Reimbursement

Effective Date: September 8, 2017
Revision Date:

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Forms: FRF 907

Approved By: Darren L. Stevens, Fire Rescue Chief

PURPOSE -

To establish guidelines on how Fauquier County Fire Rescue employees will receive mileage reimbursement. All guidelines will be in conjunction with Fauquier County Administrative Policy AP-06 Travel Policy and Procedures.

SCOPE

This procedure shall cover the procedures for mileage reimbursement requests by employees. The intent is to reimburse employees who have been requested to use private vehicles while accomplishing official Department business such as but not limited to travel to and from training event outside the county and travel between stations due to assignment changes.

I. DEFINITIONS

- A. **Eligible Employee** is any Fauquier County Fire Rescue full time or part time permanent employee
- B. **Minimum Travel Distance** is a minimum travel distance of greater than 5 miles per Fauquier County Policy AP-06
- C. **Travel Expense Reimbursement Form** is the Fauquier County Travel Expense Reimbursement Form FRF 907.
- D. **Assignment Change** is considered to have occurred if your assignment in the scheduling software changed since your last scheduled work day resulting in an individual having to report to one location and then to the next location (e.g. to pick up PPE, gear). An Assignment Change can also occur if your assignment changes once you have reported for duty.

II. PROCEDURES

- A. All Fauquier County Fire Rescue Employees using their own vehicles for transportation shall maintain adequate auto insurance as required by law

Desire to Serve

Ability to Perform

Courage to Act

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- B. All travel must be authorized by a Chief Officer of the Department prior to the occurrence
- C. All travel must exceed the minimum travel distance
- D. Mileage rates will be paid in accordance to Fauquier County Administration Policy AP-06
- E. Employees traveling from station to station due to an assignment change may only request reimbursement on one way travel unless a return trip is required and authorized. Reimbursement will be based on the mileage chart below.
- F. Employees must complete the Travel Expense Reimbursement Form no later than the last working day of the month for any travel occurred during that month
- G. All Travel Expense Reimbursement Forms must be turned in to the employees immediate supervisor for approval and processing
- H. All Travel Expenses outside the boundaries of the county will follow Fauquier County Administration Policy AP-06

III. MILEAGE CHART

Station	1R	1F	2	3R	3F	4	5	7	8	10	11	13
1R	0	0.3	13.4	12.9	12	12.1	23	13.4	22.6	7.9	11.3	14.5
1F	0.3	0	13.1	13.2	12.3	12.3	23.3	13	22.2	8.2	11.6	14.2
2	13.4	13.1	0	26.4	25.6	25.6	37.5	13.5	13.1	19.6	21.2	6.8
3R	12.9	13.2	26.4	0	0.6	5.9	11.6	23.9	35.5	15	11.2	27.4
3F	12	12.3	25.6	0.6	0	4.7	11	23.2	34.7	14.5	12.5	26.7
4	12.1	12.3	25.6	5.9	4.7	0	16.2	20	34.7	9.9	17.1	26.7
5	23	23.3	37.5	11.6	11	16.2	0	35.1	46.7	25.5	21.2	38.6
7	13.4	13	13.5	23.9	23.2	20	35.1	0	17.4	10.3	24.3	13
8	22.6	22.2	13.1	35.5	34.7	34.7	46.7	17.4	0	27.2	31.2	8.6
10	7.9	8.2	19.6	15	14.5	9.9	26	10.3	27.2	0	18.9	20.6
11	11.3	11.6	21.2	11.2	12.5	17.1	21.2	24.3	31.2	18.9	0	25.7
13	14.5	14.2	6.8	27.4	26.7	26.7	38.6	13	8.6	20.6	25.7	0