

Informational Bulletin

Mileage Reimbursement Update

Date: September 30, 2022

Number: 22.038

Effective Date: September 30, 2022

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief




Accounts Payable has recently updated their form in regards to mileage reimbursement. To reflect this change, we have updated FRF 907.

The areas highlighted in YELLOW on the following form are what you will need to fill out when submitting mileage reimbursement.

FAUQUIER COUNTY GOVERNMENT TRAVEL AUTHORIZATION AND EXPENSE REPORT											
<i>This form must be completed to authorize travel and request reimbursement for any mileage, registration, transportation, lodging, meals and incidental expenses directly related to travel.</i>											
Green highlighted sections must be completed.											
SECTION I—General Information											
Requesting Department DFREM			Travel Employee/County Representative				Use of P-Card For Costs (Yes or No) no				
Expenditure Account (Fund and Major Only) 4-271-032420			Name: Address: Vendor #:				Grant Funded Program (Name of Grant) no				
SECTION II—TRAVEL INFORMATION SECTION											
Daily or Extended Travel			Purpose of Travel				Travel Dates				
Travel Advance Required (Yes or No) No							Travel Location				
SECTION III—EXPENSE & PAYMENT SECTION											
EXPENSE CATEGORY	GL CODE	ESTIMATED COST	EMPLOYEE ADVANCE AMOUNT	ADVANCE P-CARD/PAYMENT	TOTAL ACTUAL AMOUNT	POST TRAVEL REIMBURSEMENT	Comments/Notes				
MILEAGE	Miles @ \$0.625	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	If using a County vehicle, please note.				
COMMERCIAL TRANSPORTATION (air, rail, bus, etc.)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
BAGGAGE FEES		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					
LODGING (include tax & fees)	Per Diem Rate: \$0.00	5540	\$0.00	\$0.00	\$0.00	\$0.00					
MEALS & INCIDENTAL EXPENSES											
	M&IE Rate	Less Meals Provided	Total								
First Day of Travel (75%)	\$0.00	\$0.00	\$0.00	5540	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	provider.
Interim Day #2	\$0.00	\$0.00	\$0.00	5540	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	provider.
Interim Day #3	\$0.00	\$0.00	\$0.00	5540	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	provider.
Interim Day #4	\$0.00	\$0.00	\$0.00	5540	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	provider.
Interim Day #5	\$0.00	\$0.00	\$0.00	5540	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	provider.
Interim Day #6	\$0.00	\$0.00	\$0.00	5540	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	provider.
Last Day of Travel (75%)	\$0.00	\$0.00	\$0.00	5540	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	provider.
CONFERENCE/COURSE REGISTRATION FEES		5540	\$0.00	\$0.00	\$0.00	\$0.00	vendor.				
GROUND TRANSPORTATION (local bus, taxi, shuttle, etc.)		5540	\$0.00	\$0.00	\$0.00	\$0.00					
PARKING & TOLLS		5540	\$0.00	\$0.00	\$0.00	\$0.00	reimbursable.				
OTHER (specify, in comment section)			\$0.00	\$0.00	\$0.00	\$0.00					
Total			\$0.00	\$0.00	\$0.00	\$0.00					
SECTION IV—AUTHORIZATIONS/SIGNATURES											
Pre-Travel Authorization Signature - Employee										Date	
										Date	

You will then need to **SIGN** and then send to your Battalion Chief for Signature. **AFTER** it is signed by your BC, you will then forward to Jenn Greer and Assistant Chief Gillam for approval and payment.

You can find this updated form on SharePoint and our website.

Questions regarding this informational bulletin should be directed to Jenn Greer, Jenn.Greer@fauquiercounty.gov.