

# Montgomery County Fire and Rescue Service

## **FIRE CHIEF'S GENERAL ORDER**

**NUMBER: 08-12**

July 23, 2008

**TO: All MCFRS Personnel**

**FROM: Fire Chief Thomas W. Carr, Jr.** 

**SUBJECT: Mileage Reimbursement Guidelines**

When completing the *Request for Payment Form* (Form A1: revised 4/80) for mileage reimbursement, MCFRS personnel must follow the guidelines below.

1. Print legibly.
2. For travel between MCFRS work sites, the "Start and Finish" odometer readings are not required. Use the attached mileage chart, and enter the total miles in the "Miles Traveled" column.
3. Account for travel to destinations that are *not* MCFRS work sites by entering "Start and Finish" odometer readings, and the "Miles Traveled" column.
4. "Destination" information must be as complete as possible. Code words, individual last names, vague business references, and city-to-city references are not acceptable descriptions.
5. Whenever possible, use address-to-address to complete the "Destinations" column. Also include the reason for travel, e.g., "meeting," "detail," etc.
6. For MCFRS worksites or other commonly-known landmarks, building or office names are acceptable "Destination" descriptions.
7. Separately indicate multiple visits to multiple destinations, even if they occur on the same day without interruption, e.g., "EOB to FS 10; FS10 to FS1; FS 1 to EOB."
8. Travel to a single destination, and return travel to the original location, e.g., from Station 4 to FROMS, and return to Station 4, can be described as "FS4-FROMS-FS4."

9. Double check all math.
10. Sign and date the reimbursement request form before submitting it to a supervisor for approval.
11. Mileage reimbursement must be requested in the calendar quarter during which the travel occurred. Request for Payment forms must be submitted not later than: October 10<sup>th</sup> for travel during the first quarter; January 10<sup>th</sup> for travel during the second quarter; April 10<sup>th</sup> for travel during the third quarter; and July 10<sup>th</sup> for travel during the fourth quarter. These deadlines are necessary to ensure timely payment. Late forms will be returned to the affected employee without payment.
12. Your Division's Office Services Coordinator will calculate the total reimbursement due based on total mileage and the current Montgomery County mileage reimbursement rate

**Remove and destroy Administrative Services Directive 02-05.**

