

**TOWN OF ACTON  
MILEAGE REIMBURSEMENT POLICY**

Reimbursement for mileage, at the Federal rate, will be provided to employees meeting the following criteria:

- A personal vehicle is used for transport;
- The trip must be pre -approved by a department head;
- Funds for the trip must be in the department's approved budget;
- The purpose of the trip is for town business or training;
- There is no other source available for reimbursement.

A Reimbursement Request form, should be submitted to the Treasurer within 30 days of the travel completion, or no later than June 30 – the end of the fiscal year. The form (see attachment) will contain the following information:

- The signature of the authorizing person;
- Documentation for training activity;
- Dates of travel;
- Beginning and ending odometer reading;
- Beginning and ending locations;
- Purpose for travel;
- Total mileage and total amount of reimbursement.

Adopted June 27, 2013




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Ted Kryzak, Chairman



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Bill Shields



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Ed Walsh

Board of Selectmen, Assessors, and Overseers of the Poor

