

Mileage & Expense Reimbursement Policy
TOWN OF WOLFEBORO

I. PURPOSE

The purpose of this policy is to fairly compensate town employees for the cost of business and professional development expenses, as well as the use of their private vehicles on approved town business.

II. REIMBURSEMENT

- a. Mileage expenses will be reimbursed at the rate of 56 cents per mile effective January 1, 2014. This rate may be revised by the Board during the year as may be necessary.
- b. Other approved expenses will be reimbursed upon submission of valid receipts showing the actual payment by the individual.
- c. Said requests for mileage and other expenses shall be submitted upon forms provided by the Finance Office and must be approved by the Department Head and/or the Town Manager.

III. INSURANCE

In order for a town employee to qualify for mileage reimbursement for the use of his/her private vehicle for Town-related business under this policy, the employee shall provide the Town with a copy of the declaration section of a valid personal or business auto policy with himself or herself indicated as the named insured for the vehicle in use, to show limits of liability with a minimum of \$100,000 per person and \$300,000 per accident for bodily injury to others, \$100,000 property damage to others, \$100,000/\$300,000 uninsured motorists bodily injury, and \$5,000 medical insurance payments coverage; or the policy shall show a minimum of \$300,000 Combined Single Limits for liability protection.

Approved by the Board of Selectmen on January 8, 2014