

**MRCI
FISCAL SUPPORT ENTITY
CLIENT INFORMATION
MILEAGE REIMBURSEMENT**

Mileage Reimbursement form:

To be completed in accordance with the terms of employment with the client/representative, and in accordance with the approved budget plan. Please include the destination and the reason for the trip. We are not able to reimburse miles that have not been previously approved. Also, we do not reimburse miles that are MA reimbursable, such as mileage to and from medical appointments.

Note that the per mile reimbursement rate should not exceed the current federal mileage reimbursement rate. If it does, the income received from the difference will be considered taxable income.

If the person requesting mileage reimbursement **is an employee**, please submit the completed mileage reimbursement form with that individual's timesheets. The one check that they receive will include their wages plus mileage—please advise them that the mileage reimbursement amount will not be taxed.
