

Mileage Expense

The mileage rate established by the Board shall be the current standard mileage rate published by the Internal Revenue Service. Reimbursement shall be made when personally owned vehicles are used for Corporation business.

All claims must be submitted on the established LSC mileage reimbursement request form. For requests including travel to non-LSC destinations, Mapquest, or other mapping service, routing must be attached to reflect mileage between points.

Travel from LSC building to LSC building will be reimbursed based on the established corporation round trip mileage calculator. Travel from an LSC building to a non-LSC location will be reimbursed based on Mapquest, or other mapping service calculation.

Reimbursed mileage shall not include travel to and from an employee's home. Distance is to be computed from the building in which you work **or** your place of residence, whichever is nearest to the destination.

All claims for mileage traveled must be submitted on a monthly basis.

Board Adopted: November 13, 1978

Board Revised: March 14, 1988;
November 13, 2023