



Carroll County Department of Fire & EMS

Standard Operating Procedure: 1.07	Effective Date: June 8, 2023
Subject: Mileage Reimbursement for Official Travel	Section: Administration
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

The purpose is to establish a policy to reimburse an employee for travel in their personal vehicle for official DFEMS business.

II. DEFINITIONS

A. Official Travel - Travel from one station to another on a day an employee is scheduled to work; to attend mandatory meetings, (i.e., Travel to occupational health, details, meetings) or any other travel that is approved to be reimbursable by the Director/Chief or their designee. Travel from the employee's home to a station they are not normally assigned will not be included in this policy.

III. PROCEDURES

- A. Employees using private vehicles for DFEMS business shall be reimbursed at the County's reimbursement rate in effect at the time of travel. Employees will fill out the Mileage Report Form found on the Accounting Sharepoint, Accounts Payable documents. The employee will submit said mileage form quarterly on the last day of March, June, September, and December via the chain of command.
- B. The employee will provide a copy of the VTI roster for the day of travel, which shows the detail and need for travel reimbursement.
- C. Employees will only be reimbursed for travel from original station assignment to detailed station assignment.
- D. Attached is the approved mileage chart, from station to station, that employees will use to calculate their mileage. Only miles which have been verified and approved by DFEMS will be used to reimburse the employee.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Mileage Reimbursement for Official Travel or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

Station	1	2	3	4	5	6	7	8	9	10	11	12	13	14	COB	PSTC
1	xxx	26.1	16.4	27	24	22.4	31.1	17	20.1	14.5	30	15.3	17.7	10.2	18	16.1
2	26.1	xxx	9	4	20.1	13.5	9.2	21.4	8.7	16.6	25	19	13.1	21.2	9	11.7
3	16.4	9	xxx	9.1	12.4	6.1	14	12.2	5.7	7.3	17.2	15.4	10.6	12.6	1	3.3
4	27	4	9.1	xxx	19.7	11.9	5.2	21	13	16.2	24.5	23.4	17.6	21.3	9.1	12.3
5	24	20.1	12.4	19.7	xxx	9.4	24.1	7.5	16.8	9.7	4.8	27.5	22	20.2	12.7	16
6	22.4	13.5	6.1	11.9	9.4	xxx	15.9	10.2	10.7	9.1	14.2	21.3	15.7	18.6	6.6	10
7	31.1	9.2	14	5.2	24.1	15.9	xxx	9.7	17.8	21.8	25.2	28.5	22.8	26.2	13.8	16.8
8	17	21.4	12.2	21	7.5	10.2	9.7	xxx	18.1	5.1	13.3	21.3	18.1	15.1	14	12
9	20.1	8.7	5.7	13	16.8	10.7	17.8	18.1	xxx	13.2	21.6	13.6	8	15	4	4.6
10	14.5	16.6	7.3	16.2	9.7	9.1	21.8	5.1	13.2	xxx	14.5	17	13.3	10.7	9.2	7
11	30	25	17.2	24.5	4.8	14.2	25.2	13.3	21.6	14.5	xxx	33	26.5	25	17.5	20.7
12	15.3	19	15.4	23.4	27.5	21.3	28.5	21.3	13.6	17	33	xxx	7	6.6	15	12.1
13	17.7	13.1	10.6	17.6	22	15.7	22.8	18.1	8	13.3	26.5	7	xxx	11.2	9.3	6.5
14	10.2	21.2	12.6	21.3	20.2	18.6	26.2	15.1	15	10.7	25	6.6	11.2	xxx	13.3	10.6
COB	18	9	1	9.1	12.7	6.6	13.8	14	4	9.2	17.5	15	9.3	13.3	xxx	3.1
PSTC	16.1	11.7	3.3	12.3	16	10	16.8	12	4.6	7	20.7	12.1	6.5	10.6	3.1	xxx