

TO: OOC 410 and Offsite Staff
FR: Stephen A. DiPietro
Chief Financial Officer
DT: FEB. 05, 2021
RE: **NEW MILEAGE RATE & Mileage Reimbursement Guidelines**

EFFECTIVE JANUARY 1, 2021 - Mileage Rate Decreased to .56 cents per mile.

All mileage reimbursement submissions should be sent to the OOC Business Office Unit - **In light of COVID-19 precautions, please use email only.** Use of the attached forms which include formulas for calculating the correct mileage reimbursement amount is mandatory. Your mileage reimbursement will not be processed if the proper forms are not used. Use of these forms will expedite the entire reimbursement process.

The following guidelines should be followed when submitting mileage, license or other types of reimbursements. All reimbursement forms with email signatures and supervisory approvals should be submitted to the Business Office email at: MHA-OOC-Business-Office-email@ct.gov, to the attention of Adrian Pavel.

1. Please be sure to completely fill in your name and **home address and official duty station address.** Mileage reimbursement requests will not be processed without both addresses. Also include your employee number - (located on upper right top corner of the form).
2. **NEW: In light of COVID-19 precautions, please use email only.**
Signature of the excel reimbursement request form(s) with the supervisory approvals can be submitted via email.
 - The requestor will attest in the email that the information entered in the forms is accurate and meets the requirements of the refund requested, and submit the email and attachments to the designated supervisor for approval.
 - In the "Subject" area of the email, include your full name and a description, e.g. Mileage, License, Permits, etc., and the date.
 - The supervisor will state in the email that the request was Reviewed and Approved.
 - Once Reviewed and Approved the email and all attachments should be submitted to the Business Office email at: MHA-OOC-Business-Office-email@ct.gov.
 - Please allow for at least two pay periods for the request to be processed.
3. All mileage will be reimbursed at the reimbursement rate which exists for the time period in which travel took place. **NO ROUNDED UP MILEAGE amounts. Enter the exact amount that's calculated.**
4. You must utilize **only** the attached excel forms. Choose the form that includes your official duty station. All required information must be provided to include all locations traveled to. Be sure to enter your correct normal commute miles as applicable. Using the attached forms will make it clear that the mileage amount was computed correctly by backing out your normal commute miles.
5. Please use name of town, not facility abbreviations, for all locations.
6. OOC Business Services Unit will accept mileage amounts from start to end point from **Map Quest, Rand McNally** or the **Standard State Mileage Chart**. If you do not use the state mileage chart, a copy of the document (Map Quest or Rand McNally) that supports the mileage amounts being requested must be attached. Reimbursement requests without this information will not be processed.
7. Prepare and submit in a timely fashion, **at least and only monthly** (i.e. **not weekly, not every six (6) months, or not all at once at the end of the year**). **Requests will only be honored within the current fiscal year or up to three months after the end of fiscal year.**
8. Please email scanned original signed and approved form(s), attachments, as well as any additional supporting documentation, such as, receipts, proof of payment(s), etc., to the business office email box at: MHA-OOC-Business-Office-email@ct.gov.
9. Current Vehicle Insurance Declaration page should be emailed to the Business Office at: MHA-OOC-Business-Office-email@ct.gov. Requests for mileage reimbursement can not be processed without this, per DAS Regulations.
10. Employee and supervisor if they chose to, can sign the original document in blue ink, then SCAN it and submit it to the OOC Business Office email for processing.

Thank you.

cc: Adrian Pavel, OOC Business Office Unit
Jasmine Berry, OOC Fiscal Services Unit