

Mileage Reimbursement Guidelines for Contractors

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company Name]

Dear [Contractor's Name],

We appreciate your contributions to [Your Company Name] and would like to outline the guidelines for mileage reimbursement for contractors.

Reimbursement Eligibility

- All travel must be pre-approved by your supervisor.
- Mileage must be related to work-related tasks or assignments.

Reimbursement Rate

The current reimbursement rate is [Insert Rate] per mile, in accordance with IRS guidelines.

Submission Process

1. Complete a mileage reimbursement form with the following details:
 - Date of travel
 - Starting and ending locations
 - Total miles driven
 - Purpose of trip
2. Attach any necessary documentation or receipts.
3. Submit your completed form to [Insert Submission Email/Address].

Payment Timeline

Reimbursements will be processed within [Insert Timeframe] of submission.

If you have any questions or need further clarification regarding the mileage reimbursement process, please do not hesitate to reach out.

Thank you for your attention to these guidelines.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]