

Mileage Reimbursement Procedure for New Hires

Dear [Employee's Name],

Welcome to [Company Name]! We are excited to have you on board. As part of your onboarding process, we would like to inform you about our mileage reimbursement procedure.

Procedure Overview

Employees are entitled to reimbursement for mileage incurred while performing company-related travel. Below are the steps to follow for submitting your mileage reimbursement requests:

1. Record Your Mileage

Maintain a log of your business-related mileage, including the date, purpose of the trip, starting point, and destination. You can use our mileage log template [\[link to template\]](#) for your convenience.

2. Complete the Reimbursement Form

Fill out the Mileage Reimbursement Form, which can be found [\[link to form\]](#). Ensure to include all necessary details and attach your mileage log.

3. Submit for Approval

Submit your completed reimbursement form to your supervisor for approval. Please do this within [\[insert timeframe, e.g., 30 days\]](#) of your trip.

4. Receive Reimbursement

After the approval process, reimbursement will be processed in the next payroll cycle.

If you have any questions regarding the mileage reimbursement procedure, please do not hesitate to reach out to the HR department at [\[HR email\]](#) or [\[HR phone number\]](#).

Thank you for your attention to this matter. We wish you every success in your new role!

Best regards,

[Your Name]

[Your Position]

[Company Name]