

Corporate Reimbursement Policy for Vehicle Use and Mileage

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Vehicle Use and Mileage Reimbursement Policy

Dear [Employee's Name],

We appreciate your contributions to our company and want to ensure that you are properly reimbursed for any business-related vehicle use. Below is the outline of our corporate reimbursement policy for vehicle use and mileage:

Policy Overview

This policy applies to all employees who use their personal vehicles for business purposes. The reimbursement will cover mileage and any incurred expenses directly related to vehicle use for company business.

Reimbursement Rate

Employees will be reimbursed at the current IRS standard mileage rate for each mile driven for business purposes. The rate is subject to change and will be reviewed annually.

Eligible Expenses

- Fuel costs
- Tolls
- Parking fees

Reimbursement Process

To request reimbursement, please complete the following steps:

1. Maintain a detailed log of mileage and expenses.
2. Submit a reimbursement form with supporting documentation to your supervisor.
3. All submissions must be made within [insert timeframe, e.g., 30 days] of the travel date.

Contact Information

If you have any questions regarding this policy, please do not hesitate to contact the HR department at [insert contact information].

Thank you for your attention to this matter. We appreciate your compliance with our policy.

Sincerely,

[Your Name]

[Your Position]

[Company Name]