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<b>SUBJECT:</b>	Mileage Reimbursement
<b>POLICY NO:</b>	IX:12
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 1
<b>EFFECTIVE DATE:</b>	August 1, 1993
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that employees should be reimbursed for use of their personal car for business purposes.

Therefore, it is the policy of HHRI to reimburse mileage for use of a personal car for business purposes at the Internal Revenue Service's standard mileage rate currently in effect at the time.

II. PROCEDURE:

- A. An employee wishing mileage reimbursement must complete a Check Request Form which can be obtained from the Purchasing Department, and obtain the appropriate supervisor/manager signature.
- B. The Check Request Form should be sent to Accounts Payable for processing.