TO: All FM Employees

FROM: Michele Cole

DATE: August 13, 2014

SUBJECT: Local Travel Mileage Reimbursement

In accordance with university travel policy and in order that all expenses incurred by the Facilities Management Department are paid in a timely manner and budgets can be accurately forecasted, please turn in your mileage logs and vouchers within 60 days of your last date of travel to your division or unit supervisor for signature. For example, July mileage should be turned in by the end of September; August mileage should be turned in by the end of October; and so on. The only exception to this rule is June. June mileage, including any other expenses incurred for June, need to be submitted by July 7 each year. **Any mileage submitted in a subsequent fiscal year will not be reimbursed.**

Approved reimbursement forms no longer need to be turned in to Business Operations; they should be forwarded directly to Payroll and Disbursements (a.k.a. Accounts Payable) for reimbursement once a copy has been provided to the area’s administrative assistant for reconciliation purposes and supervisor approval has been obtained.

Always to be sure to use the most current mileage reimbursement amount by using the travel expense voucher found at <http://www.wmich.edu/payroll/forms.html#disbursements>. Mileage reimbursement amounts can change at any time and possible more than once per year. These are rates set by the Federal Government, not WMU.

Thank you for your attention to this matter.