



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE  
MONTGOMERY COUNTY, MD.

DIVISION OF  
ADMINISTRATIVE SERVICES  
DIRECTIVE

Date: May 11, 2005

Number: 02-05

**TO:** All MCFRS Personnel

**FROM:** Division Chief Randy M. Wheeler *Rahul*

**SUBJECT:** Mileage Reimbursement

**Mileage Reimbursement Guidelines**

The following guidelines/ instructions are being provided for the proper completion of the *Request for Payment Form* (form A1: revised 4/80), when the form is being used for mileage reimbursement purposes.

1. Please print legibly.
2. For travel between MCFRS work sites, the "Start and Finish Odometer Readings" are not required. Use the attached mileage chart and place the total miles in the "Miles Traveled" column.
3. Travel to destinations that are not MCFRS work sites should be accounted for by listing "Start and Finish Odometer Readings" and the "Miles Traveled".
4. "Destinations" information should be as complete as possible. Code words, individual last names, vague business references, city-to-city references are not acceptable descriptions.
5. Whenever possible address-to-address should be used to complete the "Destinations" column.
6. For MCFRS worksites or other commonly known landmarks, building or office names are acceptable "Destination" descriptions.
7. Multiple 'visits' to multiple destinations, even if occurring on the same day without interruption should be listed separately. (i.e., EOB to FS 10, FS10 to FS1, FS 1 to EOB).

8. To and From travel to a single destination (FS 2 to FROMS and back to FS 2) can be described as "FS2-FROMS-FS2.
9. Check your math.
10. Sign and date the request form, before submitting to your supervisor for approval.
11. Your Division's Office Service Coordinator (OSC) will calculate the total reimbursement due to the employee based on total mileage and the current Montgomery County mileage reimbursement rate.

Please contact Mr. Richard Riffe at 240-777-2482 with questions regarding this process.