**Mileage/Reimbursement Claim Form FAQ’s**

1. **What form is used by COMBO & OCMBFT for mileage?** Mileage/Tolls/Parking Reimbursement Claim Form – COMBO & OCMBFT Only
2. **What form is used by Non-Rep & Mid-Level for mileage?** Reimbursement Claim Form
3. **Would COMBO & OCMBFT ever use the old reimbursement form and if so, why?**

Yes. To report expenses other than mileage, tolls, parking. (ex – food)

1. **Can the Mileage/Tolls/Parking Reimbursement Claim form be printed portrait?** No, because the taxable mileage calculation will not appear.
2. **On the cover sheet of either Reimbursement Claim form, what is the supervisor responsible for?**
3. Signature & Date
4. Budget Code & Amount
5. **On the mileage page of the Reimbursement Claim form, what is the supervisor responsible for checking?**
6. Contractual primary work site & Mileage from home to the Contractual primary work site
7. IRS primary work site & Mileage from home to the IRS primary work site
8. Deductible Miles
9. Dates, Places & Mileage
10. **When should an amount be in the “Deductible Miles” column?** Anytime “Home” is listed in the “Start” or “End” location.
11. **When will someone have “Taxable” miles?**  If they are a member or COMBO or OCMBFT and their “Contractual” primary work site is different from their “IRS” primary work site and they are reporting mileage to and/or from “Home”.
12. **If my employee has taxable miles, what will they be reimbursed for?** The “Total” of the “Reimbursed Miles” column. Amount appears under the “Total” column, under the “Mileage Summary” on upper right hand corner of the Milege/Tolls/Parking Reimbursement Claim form.
13. **How will they be reimbursed?** They will receive an accounts payable check for the full reimbursement amount, like they always have.
14. **How will the taxes be collected?** Through the employee’s pay check.
15. **Will the employee’s W-2 be affected?** Yes, the taxable amount will be reported in Box 1 (Wages, tips and other compensation) and the non-taxable amount is included in Box 12 under the code of “L”.