



City of Fort Dodge Mileage Reimbursement Form

02.2025

9-1.D. Mileage

Department heads or the City Manager should assess the availability of a city-owned vehicle and determine whether using that vehicle would be more cost-effective than reimbursing for mileage. Employees are expected to utilize a city-provided vehicle for attending meetings, conferences, seminars and other official business. If a city vehicle is unavailable, employees may use their personal vehicle. Reimbursement for mileage claims when using a personal vehicle for city business will be made at the reimbursement rate specified on the [U.S. General Services Administration website](#). The reimbursement rate for employees who choose to use their personal vehicle when a city-provided vehicle is available is also available on the [U.S. General Services Administration website](#). No mileage reimbursement will be provided for personal use. Mileage will be calculated using the most direct route and will not include incidental mileage for personal driving.

Employee Name: _____

G/L Account to Pay from: _____

Date	Destination	Description/Purpose	Odometer Start	Odometer End	Mileage

Total Mileage: _____

Rate Per Mile: _____

Total Reimbursement: _____

Proof of route is needed with the mileage reimbursement form to verify the distance traveled for business purposes and ensure accurate reimbursement. Mileage will not be reimbursed without this documentation.

By signing this form, I certify all information is true and correct to the best of my knowledge. I understand that falsifying this document will result in disciplinary action, up to and including termination of employment.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____