

Flexible Spending Mileage Reimbursement

Beginning January 1, 2011 the mileage rate will be 19 cents per mile.

The mileage rate for 2010 is 16.5 cents per mile for medical care received during the 2010 calendar year.

You will need to round your amount to the nearest value. For instance, for a 7 mile trip at 16.5 cents per mile, the amount will calculate to \$1.155. Using standard rounding logic, this would be reimbursed at \$1.16. If the amount was \$1.554, it would be \$1.55.

Be sure to provide a statement indicating the reason for travel, the date(s) of service and number of miles traveled for reimbursement.

If you are submitting only a mileage claim, you must provide documentation indicating the provider's name and address, the date(s) of service, reason for travel, and number of miles traveled for reimbursement.

If you are unable to provide independent documentation, then you must provide a clearly handwritten or typed statement as your documentation indicating the number of miles traveled, date(s) of service, reason for travel and the provider's name and address. You may also use an online map tool as your statement as long as it also includes the number of miles traveled, date(s) of service and the provider's name and address.

If you are submitting a mileage claim along with a medical claim, no statement is needed.

If you are requesting reimbursement for parking as well as mileage, you must include a parking receipt which indicates date(s) of service and cost.