



THE STEPPING STONES GROUP

Transforming Lives Together

MILEAGE REIMBURSEMENT POLICY 2025 SY

SOG's Mileage Reimbursement Policy **applies** when:

The employee's personal vehicle is used for travel from site-to-site

It does **NOT apply** when using their vehicle for:

Commuting from home to office or vice versa

Commuting from home to work site or vice versa

Personal visits

Gas, parking, and tolls are not reimbursable expenses through Concur.

The standard IRS mileage reimbursement rate for 2025 is 70 cents per mile driven for business use.

Best practice is to submit mileage reports monthly, or at least within 90 days. We strongly suggest submitting mileage reports monthly so that you have cash on hand for the month's mileage expenses.

Please review the FAQ below for actual questions asked by Recruiters.

Q: How does the recruiter notate that their employee is eligible to receive mileage reimbursement? Do they reach out to Finance Reimbursements directly, or is there somewhere else this is noted?

A: Typically, Finance Reimbursements reaches out to recruiters to confirm eligibility once a mileage request is submitted in Concur.

However, if any new contracts are negotiated wherein mileage is approved, if recruiters would proactively let us know it would help streamline our process.

Simply email us at finance.reimbursements@sog-healthcare.com with the employee's name, Employee ID number, and any pertinent details of their eligibility (e.g. if they are eligible for the 25/26 SY or if this is a one-off approval).

Q: With approval from the recruiter, how does the employee submit mileage for reimbursement? Where does your team need this notated to pay out, or do you need to give them the option within Concur?

A: The employee creates a report as usual in Concur and will choose expense type Personal Car Mileage (procedure for submitting Mileage reports to follow).

Q: Why do I need to use the Mileage Calculator?

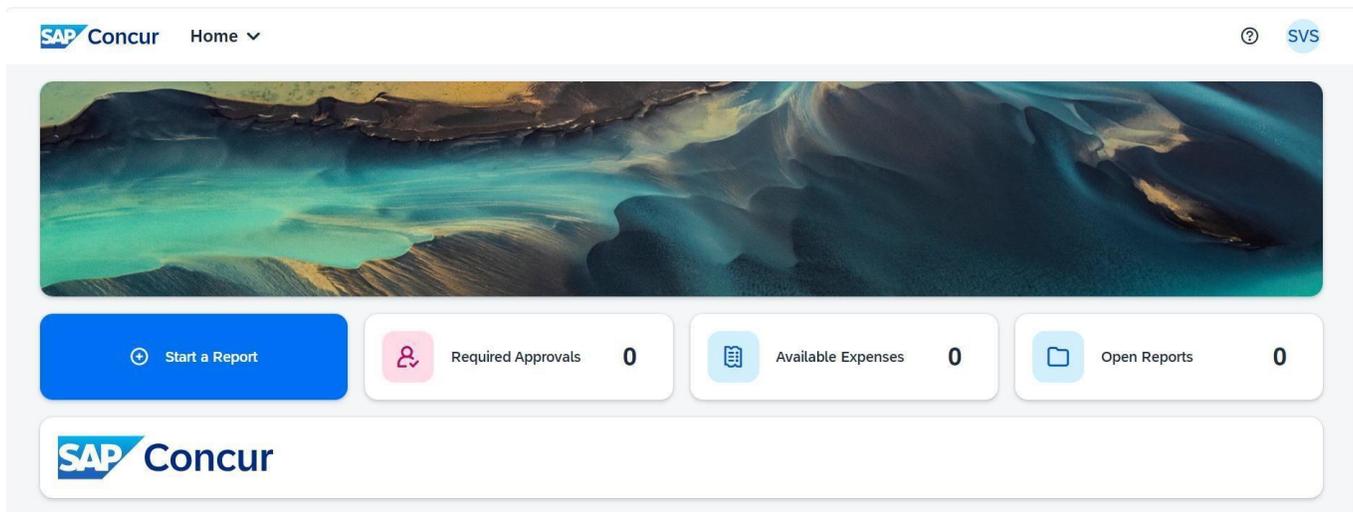
A: The Mileage Calculator will automatically calculate the reimbursement amount due to the employee based on the length of their trip and the IRS' current reimbursement rate, ensuring accurate reimbursement.

Q: Why do I need to request each trip individually?

A: To be IRS compliant, we need documentation of the total mileage of each trip, including To/From Locations. Having a cumulation of each individual trip will also help us keep accurate record of the employee's total mileage for the school year. Additionally, Concur does not have a mileage tracker, only a Mileage Expense Type, which requires each trip to be reported individually.

PROCEDURE FOR SUBMITTING MILEAGE IN CONCUR (must follow)

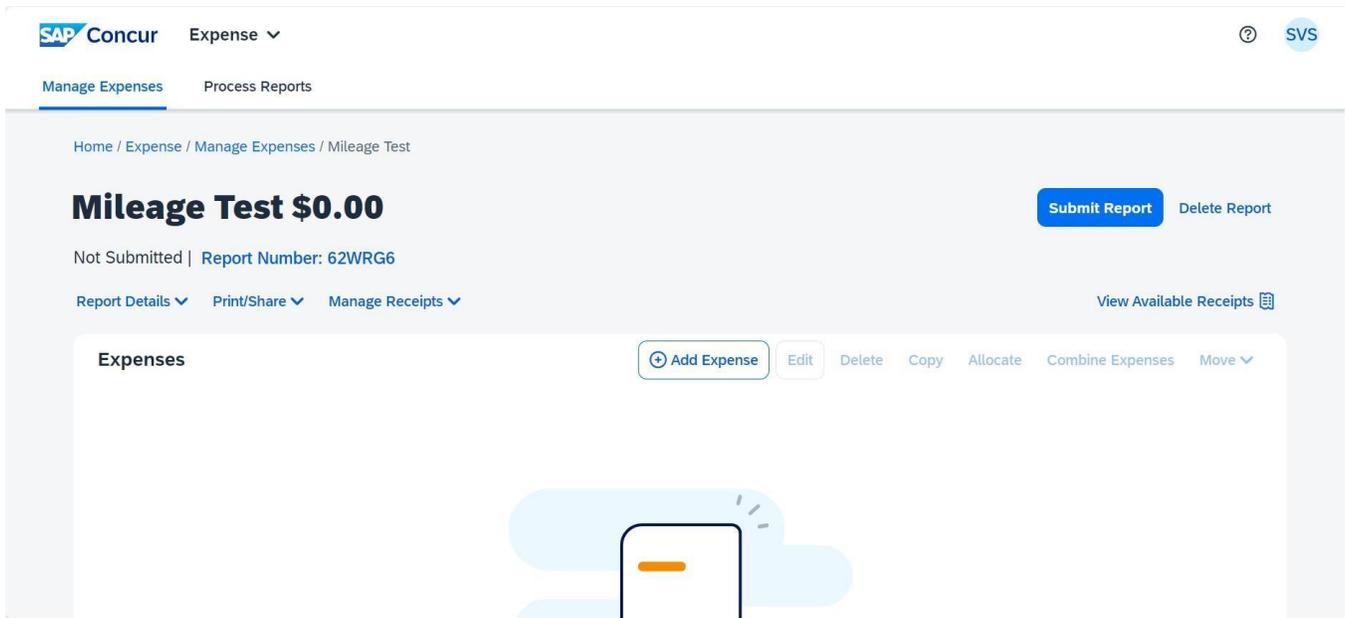
Upon logging into Concur from a web browser (<https://www.concursolutions.com>), you'll see the screen below. Click the blue + Start a Report button.



The window below will appear. Complete the Report Name field and click the blue Create Report button in the bottom right corner.

The image shows the 'Create New Report' form. The form has a title bar with 'Create New Report' and a close button. Below the title bar, there are several input fields: 'Report Name *' with the value 'Mileage', 'Report Date' with the value '10/24/2024', 'Business Purpose' with a character count of '0/500', and 'Cost Center' with the value 'Admin'. There are also 'Region' and 'Comment' fields. A red asterisk indicates that the 'Report Name' field is required. At the bottom right of the form, there are 'Cancel' and 'Create Report' buttons.

You will then see the screen below. Click + Add Expense button (center of screen) and you will be presented with a window to choose your expense type. For mileage expense reports, choose **Personal Car Mileage**.



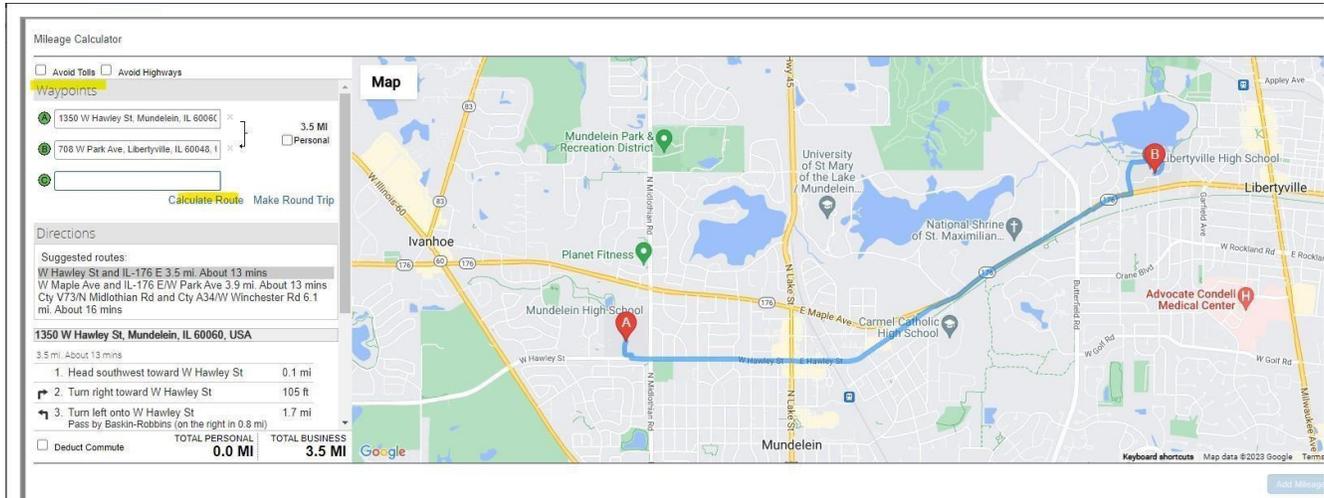
Once you choose to create a Personal Car Mileage report, you will see a Mileage Calculator option in the following screen (below).

The screenshot shows the 'New Expense' form in SAP Concur. The 'Details' tab is active. At the top right, there are 'Cancel' and 'Save Expense' buttons. Below the tabs, there are two options: 'Mileage Calculator' (selected and highlighted in yellow) and 'Allocate'. The form contains several fields: 'Expense Type *' (Personal Car Mileage), 'Transaction Date *' (MM/DD/YYYY), 'Business Purpose *' (empty), 'From Location *', 'To Location *', 'Payment Type' (Out-of-Pocket), 'Cost Center *' (Admin), 'Region' (Corp), 'Distance *' (0), 'Amount' (0.00), 'Currency' (US, Dollar), and 'Reimbursement Rates'. At the bottom, there are three buttons: 'Save Expense', 'Save and Add Another' (highlighted in yellow), and 'Cancel'. A 'Show Receipt' icon is also present.

Clicking Mileage Calculator will bring you to the screen below.

Entering the name of the site (e.g. school) in Waypoints should automatically populate the site's address. You will also see an option to Make a Round Trip, which will add a third Waypoint.

Click Calculate Route (highlighted below) and the Save Expense button will appear.



You will be brought back to the Expense screen where you will see Distance and Amount have been calculated per the IRS' current standard reimbursement rate for 2025, which is 70 cents per mile (image below).

You will be given an option to Save and Add Another mileage expense (as each trip MUST be requested individually), or to Save your Expense.

Once you save your expense, ensure you submit your report.

New Expense

Cancel
Save Expense

Details
Itemizations
Show Receipt

Mileage Calculator
 Allocate

Expense Type *

Personal Car Mileage

Transaction Date *

MM/DD/YYYY

Business Purpose *

From Location *

1350 W Hawley St, Mundelein, IL 6006...

To Location *

708 W Park Ave, Libertyville, IL 60048, ...

Payment Type

Out-of-Pocket

Cost Center *

Admin

Region

Corp

Distance *

4

Amount

2.62

Currency

US, Dollar

Reimbursement Rates

Save Expense
Save and Add Another
Cancel