



MILEAGE REIMBURSEMENT POLICY 25/26 SY

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

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

It does **NOT apply** when the employee uses their vehicle for:

Commuting from home to office or vice versa

Commuting from home to work site or vice versa

Personal visits

Gas/fuel, 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 weekly, or at least within 30 days. We strongly suggest submitting mileage reports at least monthly so that you have cash on hand for the month's mileage expenses.

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

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@ssg-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?

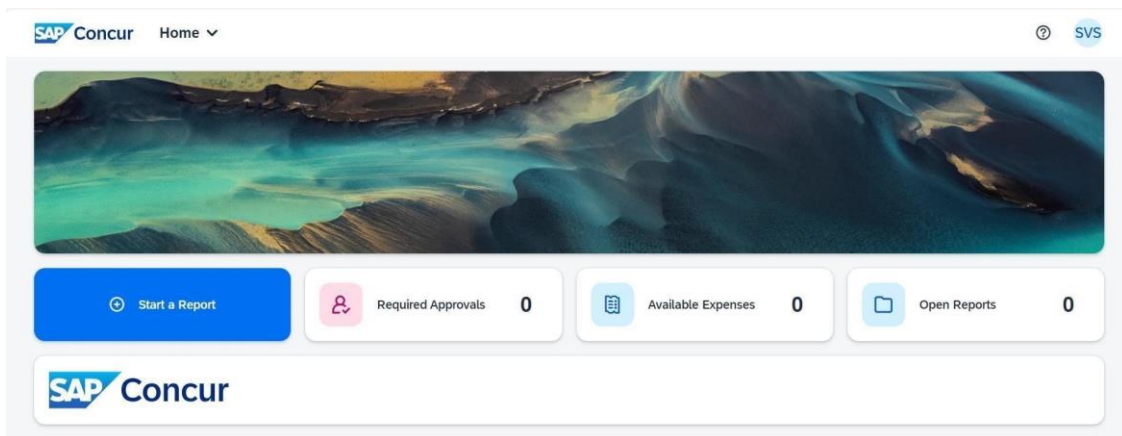
A: The Mileage Calculator will automatically calculate the reimbursement amount due to the employee based on the length of their trip and the IRS' current reimbursement rate, ensuring accurate reimbursement.

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)

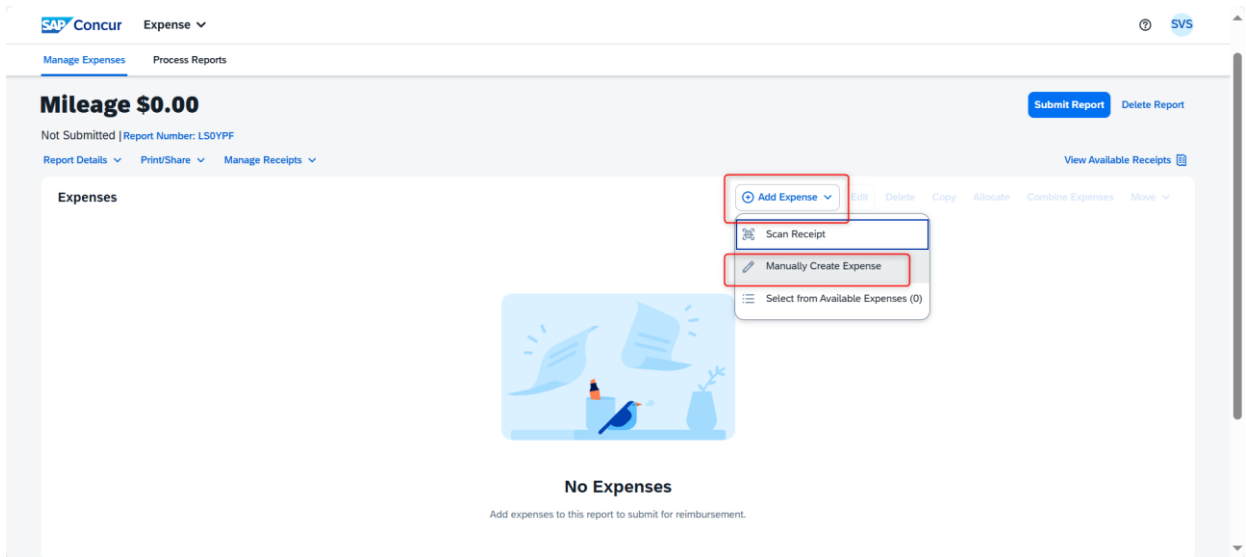
Upon logging into Concur from a web browser (<https://www.concursolutions.com>), you'll see the screen below. Click the blue + Start a Report button.



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

The screenshot shows the 'Create New Report' form. It has a title bar with 'Create New Report' and a close button. The form contains several fields: 'Report Name' (with a red asterisk indicating it's required) with the value 'Mileage', 'Report Date' with the value '10/24/2024' and a calendar icon, 'Business Purpose' (0/500 characters) which is empty, 'Cost Center' (0/500 characters) with a dropdown menu showing 'Admin', and 'Region' (0/500 characters) with a dropdown menu showing 'Corp'. There is also a 'Comment' field (0/500 characters) which is empty. At the bottom right, there are two buttons: 'Cancel' and 'Create Report'.

You will then see the screen below. Click + Add Expense button (center of screen) and choose Manually Create Expense (image below).
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).

Home / Expense / Manage Expenses / Mileage / New Expense

New Expense

Save Expense Cancel Show Receipt

Details Itemizations

Mileage Calculator Allocate

Expense Type * Personal Car Mileage

Transaction Date * MM/DD/YYYY Business Purpose * From Location * To Location *

Payment Type Out-of-Pocket Cost Center * Admin Region * Corp

Distance * 0

Amount * 0.00 Currency US, Dollar (USD) Reimbursement Rates

Save Expense Save and Add Another Cancel

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.

The screenshot shows the 'Mileage Calculator' interface. On the left, there are checkboxes for 'Avoid Tolls' and 'Avoid Highways'. Below these are 'Waypoints' with two entries: '1350 W Hawley St, Mundelein, IL 60060' and '708 W Park Ave, Libertyville, IL 60048'. A 'Calculate Route' button is highlighted in yellow. To the right of the waypoints is a 'Map' showing a route between the two locations. Below the map, 'Directions' are listed: 'Suggested routes: W Hawley St and IL-176 E 3.5 mi. About 13 mins', 'W Maple Ave and IL-176 E/W Park Ave 3.9 mi. About 13 mins', and 'W V73N Midlothian Rd and Cty A34/W Winchester Rd 6.1 mi. About 16 mins'. The first route is selected. Below the directions, the total distance is shown as '3.5 MI' and '0.0 MI' (Deduct Commute). At the bottom, there are buttons for 'Save Expense' and 'Save and Add Another'.

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.

The screenshot shows the 'New Expense' form. The 'Details' tab is selected. The 'Expense Type' is 'Personal Car Mileage'. The 'From Location' is '1350 W Hawley St, Mundelein, IL 60060...' and the 'To Location' is '708 W Park Ave, Libertyville, IL 60048, ...'. The 'Transaction Date' is 'MM/DD/YYYY'. The 'Business Purpose' is empty. The 'Payment Type' is 'Out-of-Pocket'. The 'Cost Center' is 'Admin'. The 'Region' is 'Corp'. The 'Distance' is '4' and the 'Amount' is '2.62'. The 'Currency' is 'US, Dollar'. The 'Reimbursement Rates' are empty. At the bottom, there are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'.