MILEAGE REIMBURSEMENT POLICY 26/27 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

The **2026 IRS business mileage rate is 76 cents per mile** for eligible travel **beginning July 1, 2026**. The reimbursement rate will be based on the date of the trip.

- **January 1-June 30, 2026:** 72.5 cents per mile
- **July 1-December 31, 2026:** 76 cents per mile

Per IRS and policy standards, all mileage requests must include a clear business purpose. "Mileage," "Travel," "Work," are **not** acceptable documented business purposes.
Acceptable business purposes could include: "Facilitating," "Off-site meeting," "Providing therapy services," or "Travel between teaching locations."

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

Best practice is to submit mileage reports weekly, or at least within 30 days. We strongly suggest submitting mileage reports at least twice/month so that you have cash on hand for the month's mileage expenses. **Combine at least one week's worth of trips into a report; do not submit individual trips unless you only take one trip/week.**

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 agreements are made wherein mileage is approved, proactive notification by recruiters 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 26/27 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?

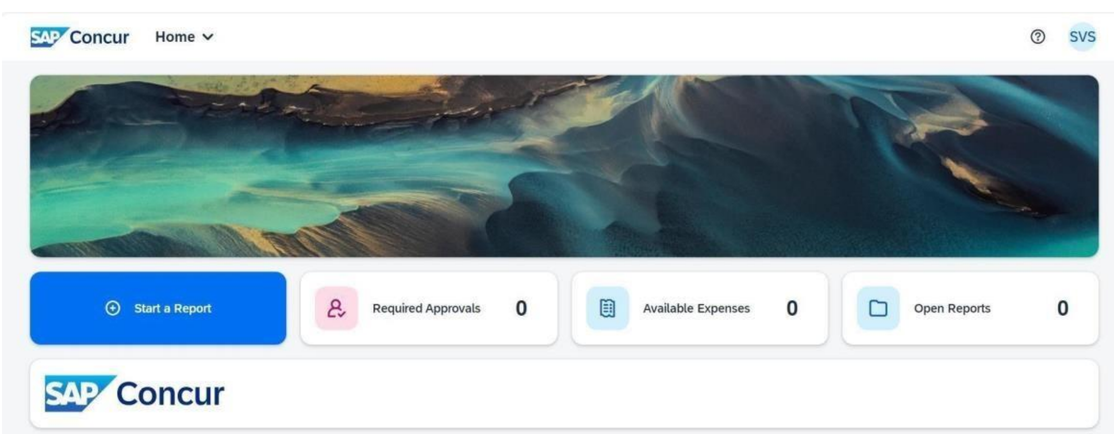
A: The Mileage Calculator will automatically calculate the reimbursement amount due to the employee based on the length of their trip and the IRS' current reimbursement rate, ensuring accurate reimbursement.

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

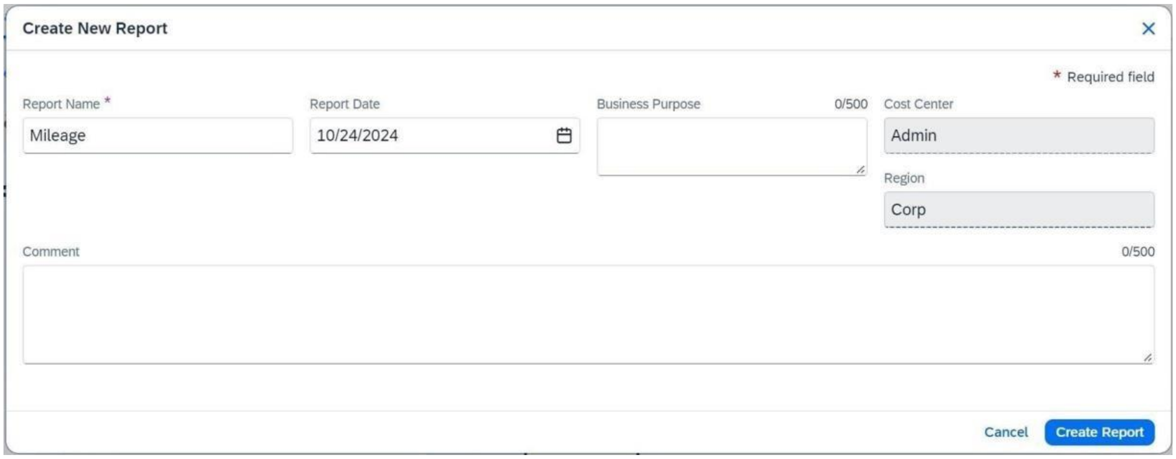
A: To be IRS compliant, we need documentation of the total mileage of each trip, including To/From Locations. Having a cumulation of each individual trip will also help us keep accurate record of the employee's total mileage for the school year. Additionally, Concur does not have a mileage tracker, only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

PROCEDURE FOR SUBMITTING MILEAGE IN CONCUR (**must follow**)

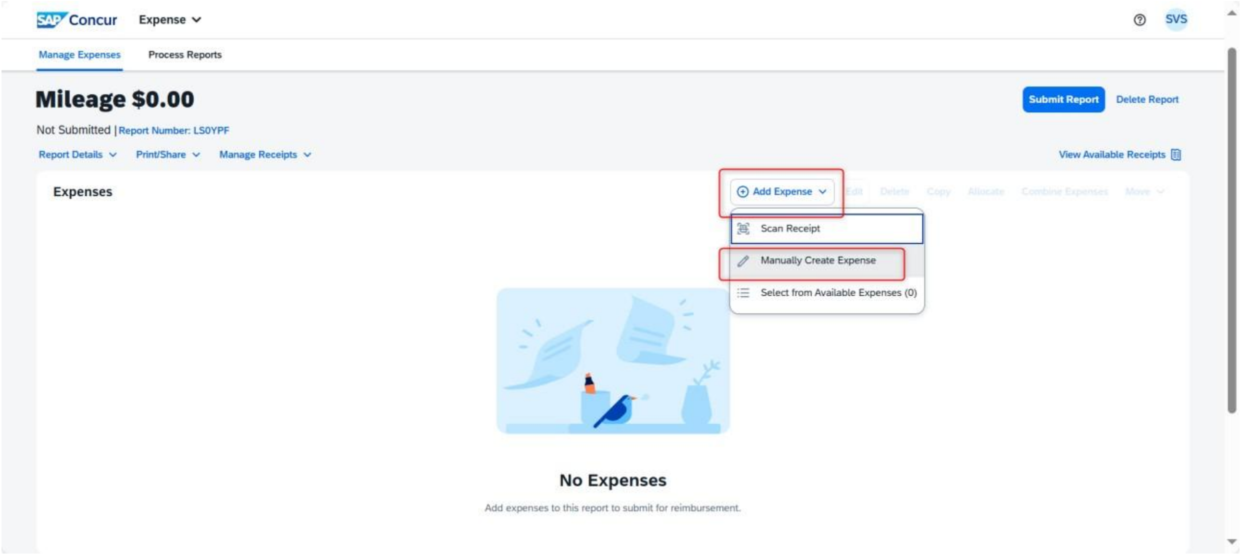
Upon logging into Concur from a web browser (https://www.concursolutions.com), you'll see the screen below. Click the blue + Start a Report button.



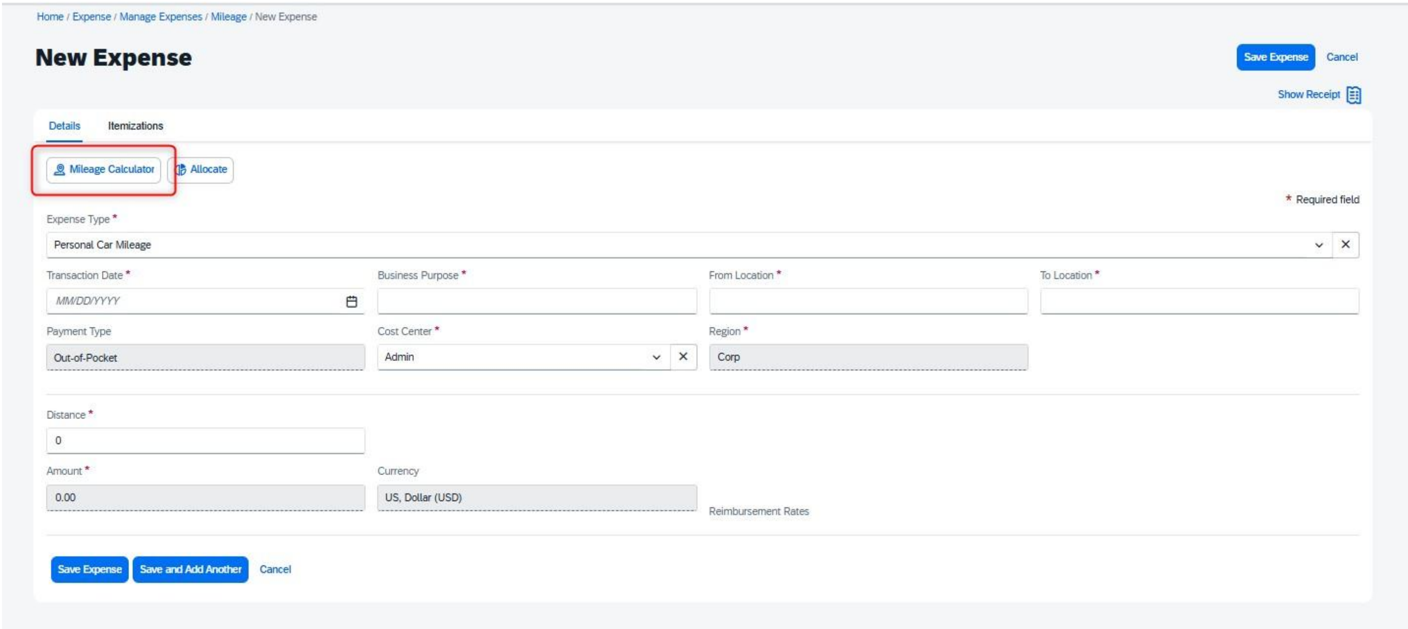
The window below will appear. Complete the Report Name field and click the blue Create Report button in the bottom right corner.



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**.



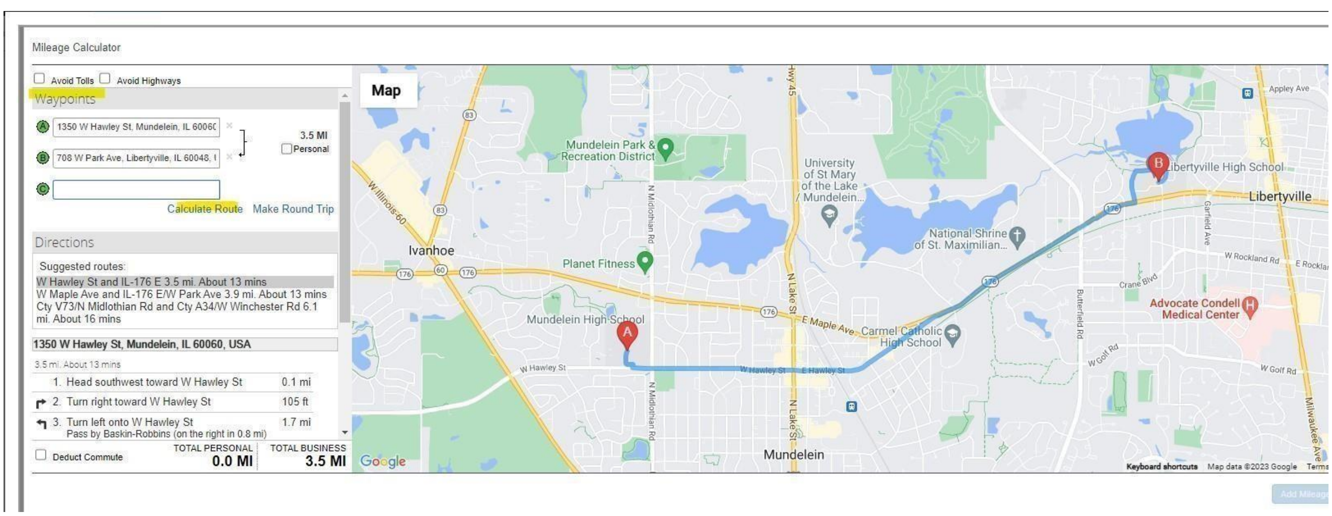
Once you choose to create a Personal Car Mileage report, you will see a Mileage Calculator option in the following screen (below).



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.