

How to Prepare Monthly Staff Mileage Reimbursement PO in SGA

Revised July 2, 2018

When creating the SGA PO please follow the following format:

- **Item #** - record the date of travel and the branch destination
- **Quantity** - record the number of miles traveled
- **Unit Price** - record the current year IRS Standard Mileage Rate. **For 2018 it is \$0.545 per mile.**
- **Account** - record the GL account. The mileage minor account number is 3230000
- **Comments** - record the reason for travel
- **Received Status** - change each line to **Pay by Check**. Once the PO is submitted for approval and fully approved, Pay by Check status indicates to the Accounts Payable staff that the PO is ready to be paid by a YMCA check

New Purchase Order

Save Exit Delete Post Attachments Close Clone Import Submit Disapprove Approve Log Approval Table

PO#: (Auto-assigned) Description: February 2018 Personal Reimbursement Notes:

Branch: 01 AS - Association Services YMC

Requested By: smalone

Vendor: [Search] [Dropdown]

Address ID: [Dropdown]

Date: 2/22/2018 Period: 01/2018 January

Distribution Method: Account Display Splits

Ship To: [Blanket PO] [Payment Card/Vendor](#)

Name: Metro YMCA of the Oranges, Association Serv

Address 1: 139 E. McClellan Ave [Globe]


Address 2: [Empty]

City/State/Zip: Livingston NJ 07039

Item#	Quantity	Unit Price	Amount	Account	Account Description	Comments	Received Status
2/8/2018 EOY	8	0.545	4.36	1-01-910-3230000	Staff Mileage	SACC grant meeting w/Kim & Leah	Pay by Check
2/20/2018 WEY	4	0.545	2.18	1-01-910-3230000	Staff Mileage	PO meeting w/Helen	Pay by Check
2/21/2018 BCY	50	0.545	27.25	1-01-910-3230000	Staff Mileage	Meet & Greet @ Bergen	Pay by Check

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	Metro YMCA of the Oranges: Mileage Between Branches						
	Association Service	East Orange	Fairview Lake	South Mountain	Sussex County	Wayne	West Essex
Association Service	0	8	48	9	40	17	2
East Orange	8	0	54	5	46	19	9
Fairview Lake	48	55	0	56	21	54	49
South Mountain	9	5	56	0	48	27	7
Sussex County	40	43	21	48	0	30	41
Wayne	20	16	53	20	29	0	22
West Essex	2	9	50	7	42	18	0
Greater Bergen County	25	17	61	22	44	13	26
Mileage based on average of all driving routes provided by Mapquest 2/22/2018							
Reimbursement Tips:							
*All requests for business travel reimbursements must be made on an SGA electronic purchase order, the employee is the vendor.							
*T & E reimbursement purchase orders must be submitted monthly for reimbursement.							
*If your work travel begins or ends at home, deduct the mileage for your daily commute to work from the reimbursement request.							
*Your car must be legally registered and insured.							
*Your car must have a minimum of \$300,000 liability insurance coverage.							
*The per mile reimbursement rate is based on the IRS Standard Mileage Rates.							