

## How to Prepare Monthly Staff Mileage & Expense Reimbursement PO in SGA

Revised August 15, 2018

When creating the SGA PO for staff mileage and expense reimbursement, please follow the following format:

- **Period** - Set period to the month in which the expense should be recorded
- **Description** - Month Year Personal Reimbursement, e.g. February 2018 Personal Reimbursement
- **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  Blanket PO [Payment Card/Vendor](#)

Vendor:  Ship To: Name: Metro YMCA of the Oranges, Association Serv

Address ID:  Address 1: 139 E. McClellan Ave

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


Distribution Method: Account  City/State/Zip: Livingston NJ 07039

Details:

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

## How to Prepare Monthly Staff Mileage & Expense Reimbursement PO in SGA

Revised August 15, 2018

	<b>Metro YMCA of the Oranges: Mileage Between Branches</b>						
	<b>Association Service</b>	<b>East Orange</b>	<b>Fairview Lake</b>	<b>South Mountain</b>	<b>Sussex County</b>	<b>Wayne</b>	<b>West Essex</b>
<b>Association Service</b>	0	8	48	9	40	17	2
<b>East Orange</b>	8	0	54	5	46	19	9
<b>Fairview Lake</b>	48	55	0	56	21	54	49
<b>South Mountain</b>	9	5	56	0	48	27	7
<b>Sussex County</b>	40	43	21	48	0	30	41
<b>Wayne</b>	20	16	53	20	29	0	22
<b>West Essex</b>	2	9	50	7	42	18	0
<b>Greater Bergen County</b>	25	17	61	22	44	13	26
Mileage based on average of all driving routes provided by Mapquest 2/22/2018							
<b>Reimbursement Tips:</b>							
*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 <b>monthly</b> 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.							