Mileage Expense Reimbursements

As you review and approve your expense reimbursements, please be sure to check in with your local teams to confirm that the person completing the expense report has actually been visiting the market as noted in the mileage reimbursement summary. This is an important area where we need to "trust but verify" that the mileage claims are accurate. You can do this easily by discussing the topic with other employees at the markets during your site visits or during routine market calls.

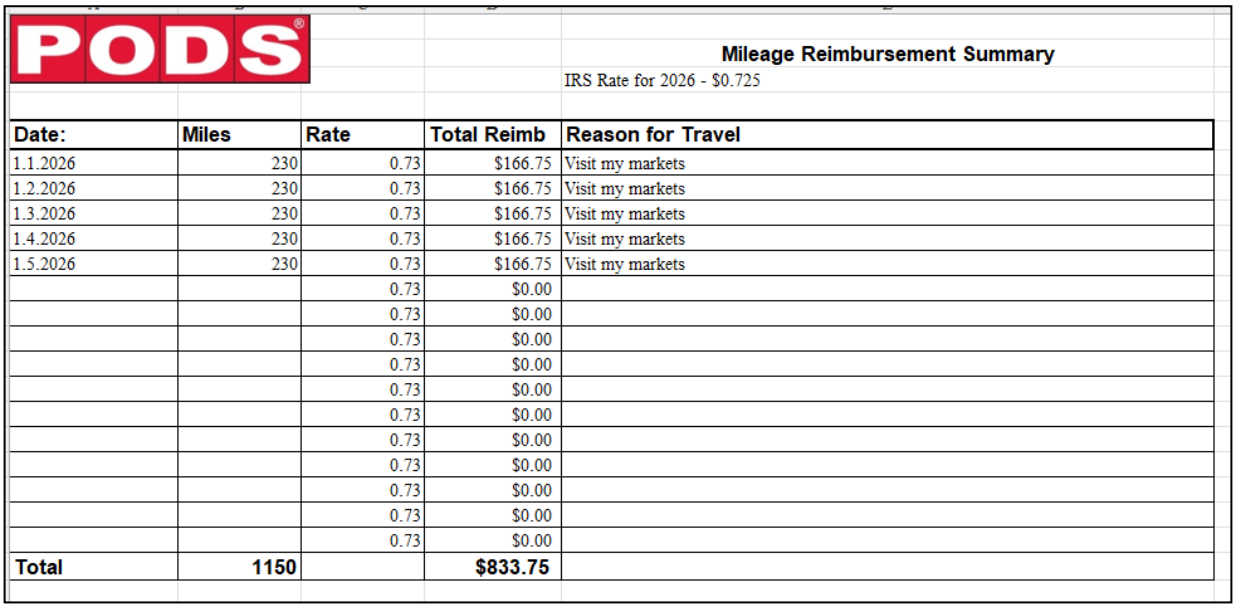
Mileage reimbursements are commonly the most expensive parts of the expense reimbursement process. Unfortunately, they are also the least documented and supported areas.

In the example below, created in under 25 seconds, it could lead to me getting paid $833.75 and help to facilitate a week off work as I am out of the office travelling. I could support this with a report from Google Maps showing the route and miles travelled, and that would take an additional minute.

This isn't just a best practice for you, but the Internal Audit Department can do better to help support this area as well. Effective 2026, Internal Audit will be adding new testing requirements as part of our internal audit procedures to help confirm the accuracy of mileage reimbursements.

If you encounter any challenges as you start confirming your employee's mileage, or if you have any questions or concerns about this best practice, please don't hesitate to contact Greg Banki, Kaushal Patel or Mark Newton.

- Mark Newton, Dir – Internal Audit



Mileage Reimbursement Summary

IRS Rate for 2026 - $0.725

Date:	Miles	Rate	Total Reimb	Reason for Travel
1.1.2026	230	0.73	$166.75	Visit my markets
1.2.2026	230	0.73	$166.75	Visit my markets
1.3.2026	230	0.73	$166.75	Visit my markets
1.4.2026	230	0.73	$166.75	Visit my markets
1.5.2026	230	0.73	$166.75	Visit my markets
		0.73	$0.00	
		0.73	$0.00	
		0.73	$0.00	
		0.73	$0.00	
		0.73	$0.00	
		0.73	$0.00	
		0.73	$0.00	
		0.73	$0.00	
		0.73	$0.00	
		0.73	$0.00	
		0.73	$0.00	
Total	**1150**		**$833.75**	