



TO: All Employees
FROM: Mayor Merkes
DATE: 7 December 2012

RE: Mileage Reimbursement

Effective January 1, 2013 the City of Menasha mileage reimbursement rate will increase from 45¢ to 50¢.

Along with the change in rate we have created a standardized chart to maintain consistent reporting of distances between buildings commonly traveled between by city staff. Please use these distances when claiming mileage for use of your personal vehicle.

City policy states that any employee who uses their personal vehicle for City business must have vehicle insurance, which provides for minimum levels of liability coverage. If the proof of insurance has not been filed the employee can not be reimbursed for use of their personal vehicle. You should provide proof of insurance to your department head.

City Buildings Mileage Chart

	City Hall 140 Main St.	Health Dept. 316 Racine St.	Police Dept. 430 1st St.	Library 440 First St.	Garage 455 Baldwin St.	Utilities 321 Milwaukee St.	Fire Station 36 1108 Province Terr.	Senior Center 116 Main St.	Swimming Pool 3rd & Konemac St.
City Hall 140 Main St.	0.0	0.5	0.3	0.3	1.7	0.4	4.3	0.1	1.3
Health Dept. 316 Racine St.	0.5	0.0	0.3	0.3	1.3	0.3	4.6	0.6	1.1
Police Dept. 430 1st St.	0.3	0.3	0.0	0.0	1.5	0.3	4.0	0.3	1.0
Library 440 First St.	0.3	0.3	0.0	0.0	1.5	0.3	4.0	0.3	1.0
Garage 455 Baldwin St.	1.7	1.3	1.5	1.5	0.0	1.3	2.9	1.5	0.5
Utilities 321 Milwaukee St.	0.4	0.3	0.3	0.3	1.3	0.0	4.0	0.5	1.2
Fire Station 36 1108 Province Terr.	4.3	4.6	4.0	4.0	2.9	4.0	0.0	4.3	3.3
Senior Center 116 Main St.	0.1	0.6	0.3	0.3	1.5	0.5	4.3	0.0	1.3
Swimming Pool 3rd & Konemac St.	1.3	1.1	1.0	1.0	0.5	1.2	3.3	1.3	0.0