



Sport Clubs Mileage Reimbursement Policy

Beginning in September 2009 the Sport Club department will be reimbursing gas mileage based on the following calculation:

(Round trip mileage / 21.5 miles per gallon) x average gas price = reimbursement.

1. Estimated round trip mileage gotten from MapQuest directions. Print out copy
2. Mileage will be multiplied by two (round trip)
3. Total mileage will be divided by 21.5 miles per gallon (set by Rec. Dept.)
4. Number calculated by step 3 will be multiplied by gasoline price (set by Rec. Dept.), presently \$2.50/gallon.
5. Total dollar amount will be reimbursed.

Club must present a copy of the MapQuest directions with mileage, and gas receipt to SABO and a copy of MapQuest directions with mileage and calculation to Director of Recreation/sport clubs.