



Memo

To: Pastoral Assistants for Administration, Principals, Bookkeepers, and Payroll

AdministratorsFrom: Office of Human Resources

Date: December 20, 2024

Re: New IRS Mileage Reimbursement Rate

Effective January 1, 2025, the Internal Revenue Service has changed the mileage reimbursement rate to \$0.70 per mile. Please be sure to use the included form when reimbursing employees formileage. The electronic form can be found at: HR">HR
Toolkit_Admin Resources under Alerts & memos.

When should employees be reimbursed for mileage?

Employees who drive a non-location owned vehicle in the course of conducting business will be reimbursed for each mile driven at the then-current IRS mileage rate. Mileage is only for mileagegreater than normally driven between work location and principal residence (home).

Update Priest Auto Allowances in Paycom

Priests with an auto allowance equal to 300 miles per month should receive between \$196.50 to \$201 per month, split between two paychecks. Priests with a car allowance equal to 1000 miles per month, should receive between \$655 to \$670 per month, split between two paychecks. Please review and confirm the auto allowance is correct in Paycom. Miles driven for work above monthly allotment can be reimbursed as a mileage reimbursement at the current IRS rate of \$0.70 per additional mile, with supporting documentation submitted monthly.

QUESTIONS? Please contact Human Resources, at 206.382.4589 or by email at humanresources@seattlearch.org.



ARCHDIOCESE OF SEATTLE

MILEAGE RECORD

| Name: | | - | Covered From/To: | | |
|---|--|---|--|--|----------------------------------|
| Date | Trip Route (including start and end points) | Purpose | Total Miles Traveled | *Daily Commute (minus) | Trip Total |
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| after being incurr *Daily Commute Principal residen | ountable reimbursement plan, available on SharePo ed. = Travel from home to primary work location (non- ce (home)- If you are starting and ending at home, d ending at home, enter half the round trip commute | reimbursable). Mileage is only for mileage enter round trip daily commute miles in t | e greater than normally he Daily Commute colu | driven between work umn. If you are startii | k location and ng from normal |
| Miloago roim | bursament rate effective Jan 01, 2025 through | December 31, 2025: \$ <u>0.70/mile</u> | Total Mileage: | | |
| Willeage Tell1 | ibursement rate effective san 61, 2025 tilloug | | **Reimbursement Total: | | |
| | | | | | |
| | r vehicle in connection with my employment or lso agree that I will maintain motor vehicle insu urrence). | | | | |
| Signature: | | Date: | | | |
| Approved by: | | Date: | | | |