



# 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**

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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 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](mailto:humanresources@seattlearch.org).

