



Memo

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

Administrators From: Kathryn Daily, Assistant Director of Human Resources

Date: January 12, 2024

Re: New IRS Mileage Reimbursement Rate

Effective January 1, 2024, the Internal Revenue Service has changed the mileage reimbursement rate to \$0.67 per mile. Please be sure to use the included form when reimbursing employees for mileage. The electronic form can be found at: [HR Toolkit Admin Resources - Archdiocese of Seattle \(archseattle.org\)](#) 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 mileage greater 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 \$0.67 per additional mile, with supporting documentation submitted monthly.

QUESTIONS? Please contact Kathryn Daily, Assistant Director for Human Resources, at 206.382.4578 or by [email at kathryn.daily@seattlearch.org](mailto:kathryn.daily@seattlearch.org)

Approved by: _____

Date: _____