

Memo

To: Pastoral Assistants for Administration, Principals, Bookkeepers, and Payroll Administrators **From:** Office of Human Resources

Date: December 31, 2025

Re: New IRS Mileage Reimbursement Rate

Effective January 1, 2026, the Internal Revenue Service has changed the mileage reimbursement rate to \$0.725 per mile. Please be sure to use the included form when reimbursing employees for mileage. The electronic form can be found at:

[HR Toolkit](#) >Administrative Tools>*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 \$217.5 per month, split between two paychecks. Priests with a car allowance equal to 1000 miles per month, should receive \$725 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 \$0.725 per additional mile, with supporting documentation submitted monthly.

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

Rev. 12.31.2025

If I use my motor vehicle in connection with my employment or volunteer work, I agree to maintain an active and valid driver's license for use in the State of Washington. I also agree that I will maintain motor vehicle insurance that meets Washington State's minimum requirements for drivers (\$25,000 per person and \$50,000 per occurrence).

Signature: _____

Date: _____

Approved by: _____

Date: _____