

TO: All Administrators & Supervisors

SUBJECT: 2021 Calendar Year Mileage Reimbursement Rate

The Internal Revenue Service has announced the optional standard mileage rates. The mileage rate is **\$0.56 cents** per mile, effective January 1, 2021.

This is a decrease from the January 1, 2020 rate of \$0.015 cents. Please see the attached instructions for the new LPS mileage online report.

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Notice No. FIN-3832 kp

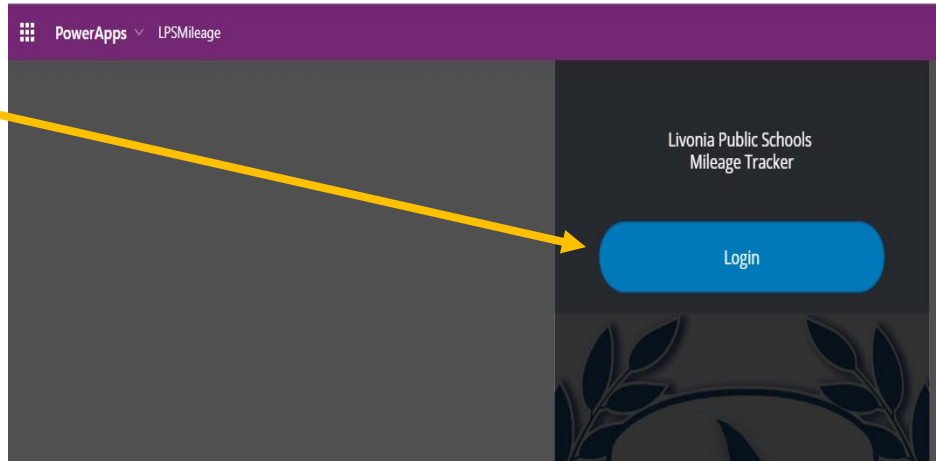
**From: Alison Smith
Finance Director**

DATE: December 22, 2020

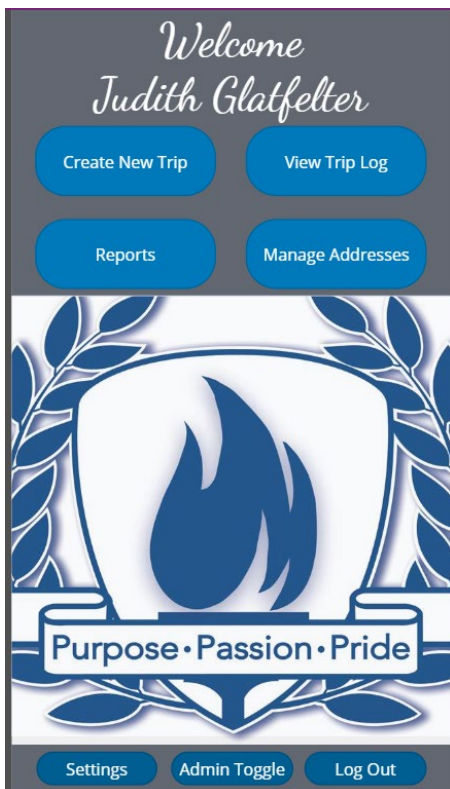
Use the following link to access the new mileage program:

<https://apps.powerapps.com/play/providers/Microsoft.PowerApps/apps/b66975b1-698f-4320-b817-078cac0e3617?tenantId=50e641ef-23c3-4dab-a87f-ceeab762647e&authMode=Default>

Click Login



The program should log on using the account of the person logged on to the computer.



You may be asked to logon to Office 365 and/or allow access to your email. This is OK. Your mileage form will be sent to your email, so access is needed.

Create a new trip using the date and buildings you traveled – use the drop down arrows to select the buildings.

A screenshot of the 'Create Trip' app interface. At the top, it shows 'NAME: JUDITH GLATFELTER', 'STATUS: NOT SAVED', and '\$/MILE: \$0.58'. Below this is a 'DATE:' field with '10/30/2019' and a calendar icon. The 'FROM' field is active, displaying a list of locations: 'Central Office 15125 Farmington Rd', 'Churchill High School 8900 Newburgh Rd', 'Cleveland Elementary 28030 Cathedral St', and 'Coolidge Elementary School'. At the bottom, there are four buttons: 'CANCEL', 'SUBMIT AND ADD ANOTHER', 'SUBMIT', and 'SUBMIT AND DRIVE'.

A screenshot of the 'Create Trip' app interface. The 'DATE:' field is '10/30/2019'. The 'FROM' field now shows 'Central Office' with a dropdown arrow. The 'TO' field is active, showing a dropdown arrow. The 'MILES' field is empty. The same bottom buttons are present.

After entering the TO location make any notes you want.

A screenshot of the 'Create Trip' app interface. The 'DATE:' field is '10/30/2019'. The 'FROM' field shows 'Central Office' and the 'TO' field shows 'Holmes Middle School'. The 'MILES' field shows '4.4'. The 'NOTES' field is empty and highlighted with a yellow rounded rectangle. An orange arrow points from the 'NOTES' field in this screenshot to the 'NOTES' field in the next screenshot.

Use the options at the bottom of the page to submit or add more locations.

A screenshot of the 'Create Trip' app interface. The 'NOTES' field is empty. At the bottom, there are four buttons: 'CANCEL', 'SUBMIT AND ADD ANOTHER', 'SUBMIT', and 'SUBMIT AND DRIVE', all highlighted with a yellow rounded rectangle. An orange arrow points from the 'NOTES' field in the previous screenshot to this section.

To print:

- After you have done the mileage calculations, click the home button.
- Click the REPORTS button.
- Click New Report.
- Click SEND REPORT.

You should get a message about having the report sent to your email and your ONE DRIVE MILEAGE folder. Open your ONE DRIVE, look for the MILEAGE folder and there should be a pdf file that you can open and print. Or you can check your email for the report.

If your file is blank, please repeat the steps above. Make sure your mileage calculations are showing when you click New Report.

NOTE: Be sure to include your EMPLOYEE NUMBER on the mileage form before sending the form to your supervisor for approval. We are working on having the number pre-populate but if its not on the form, please add it manually.