



DIOCESE OF  
Jefferson City

BETTER  
TOGETHER

# MILEAGE REIMBURSEMENT POLICY

REVISED FEBRUARY 2020

Priests of the diocese are to be reimbursed for miles traveled in their personal vehicles at the current IRS reimbursement rate for parish and diocesan business only. This includes, but is not limited to:

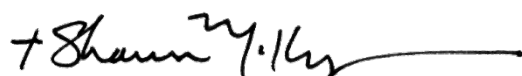
- ▶ Visiting the sick in homes and hospitals
- ▶ Diocesan functions (meetings at the Chancery, Ordinations, Institute, etc.)
- ▶ Deanery meetings
- ▶ Penance services
- ▶ Fill in work at other parishes
- ▶ Travel between one's own parishes

Priests should not be reimbursed for personal mileage. Personal mileage is mileage that is not related to parish or diocesan business. This includes, but is not limited to travel for the following:

- ▶ Spiritual direction and support groups
- ▶ Travel to preside at weddings, funerals, baptisms, etc. that are of a personal nature and not part of a fill-in assignment or coverage for another priest.
- ▶ Doctor's visits
- ▶ Grocery shopping
- ▶ Visits with family and friends
- ▶ Vacation

As a general rule, mileage is reimbursed by the parish. If a priest is asked to cover Mass in another parish, the parish he is covering for would reimburse the mileage. Finally, there may be times when mileage may be reimbursed by the Chancery for priests who perform a special ministry outside their parish. This is anticipated to be an uncommon occurrence, but if it does occur, the priest and the parish will be notified in writing. In such a situation, the parish would still reimburse the mileage, but then request reimbursement from the Chancery, unless the written notification specifies a different arrangement.

Enacted: 13 February 2020



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Most Rev. W. Shawn McKnight  
Bishop of Jefferson City