Tradewind Group, Inc. & Subsidiaries
Guidelines for Automobile Mileage Reimbursement
As of January 1, 2024.

Internal Revenue Service provides employers an opportunity to reimburse employees for ordinary and necessary business expenditures according to Internal Revenue Code Section 162. Automobile expenses that are incurred by an employee as a condition of employment are included in the allowable expenditures. The Internal Revenue Service set its standard mileage at 67.0 cents per mile for business miles driven for the period commencing January 1, 2024 through December 31, 2024. The company will be utilizing the Internal Revenue Service rate of 67.0 cents per mile for business miles traveled January 1, 2024 through December 31, 2024.

Publication 463 Section 4, Transportation, outlines the guidelines for automobile expenses that may be reimbursed by an employer. In particular, automobile mileage must be maintained in a log that identifies the date, destination, purpose and total mileage for each business trip that requires reimbursement. Sample of Mileage Reimbursement Request are attached.

Mileage reimbursement will be allowed for the following:

Traveling from one workplace to another in the course of your company business (i.e., customer site to customer site) when you are traveling within the city or general area that is your tax home.

Traveling to a business meeting away from your regular workplace (i.e., company location to client site).

Traveling from your regular place of work to a temporary workplace (i.e., Customer site, seminar location, etc.) when you have a regular place of work.

Employee must submit Mileage Reimbursement Request (Request) to claim mileage and parking expenses. Claims that include parking must attach all parking receipts to the Request. Request must be submitted to the employee's department manager for approval. The payroll department should receive complete and approved Request at least 5 (five) working days prior to payday. Reimbursement will be included with the employee's payroll check.