

AZPOST Mileage Reimbursement

Agencies may request mileage reimbursement for their government vehicle(s), when they have been utilized for an officer(s) to attend an AZPOST Calendar Training Class(es) or AZPOST Center For Leadership Class(es). The Mileage Reimbursement (MR) form shall be completed by the agency requesting the reimbursement.

Mileage Reimbursement Rules and Limitations:

1. Reimbursement is for agency-owned vehicles utilized for traveling to and from the officer-assigned work city to the training class location.
2. Use of personally owned vehicles will not be allowed for this mileage reimbursement program.
3. Reimbursement is limited to those students who traveled after July 1, 2011 traveling more than 50 miles one way to the class and would normally qualify for travel status per Arizona Department of Administration (AZDOA) travel policies.
4. Reimbursement to an agency will be limited to one vehicle per class for up to two students.
5. Exceptions to #4 above will be made for officers attending Driver Instructor Training or High Risk Vehicle Stops where each student is required to bring a vehicle.
6. Reimbursement will be based upon the published amount from AZDPS mileage reimbursement allowances for fuel only; not for wear, tear and maintenance costs of vehicles. As of July 1, 2011 that rate is 19 cents per mile.
7. Reimbursement will be based upon a two way trip calculated by POST staff using Arizona map mileage from officer-assigned city to class-location city.
8. Reimbursements will be limited to one (1) round trip to and from a class during a single week. Local miles driven while at the training location city will not be reimbursed.
9. Agencies that have officer(s) attending multiple week classes should list each week separately for reimbursement.
10. Reimbursement requests for mileage shall be submitted within 60 days of the end of the each class.
11. Reimbursement cannot be pre-calculated for scheduled classes and will be based upon actual attendance of classes with verification by POST staff.

The form is fillable and available on the AZPOST website on the forms page as a Word Doc or Adobe PDF.

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