



COUNTY OF ERIE
DEPARTMENT OF FINANCE
ERIE COUNTY COURT HOUSE
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MARK A. DIVECCHIO
COUNTY EXECUTIVE

JAMES SPARBER
DIRECTOR OF FINANCE

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Department Heads,

In order to facilitate the quick and efficient processing of mileage reimbursement forms please direct your staff to comply with the following guidelines; when calculating miles traveled please round to the nearest whole mile (no fractions). When calculating distances do not use a post office box as a beginning or ending point. The "to" and "from" must be addresses. In the very rare case that an address is not available, a brief description of the starting or ending point will be acceptable. (Example- Rt. 215 two miles south of where it intersects Rt. 20) Lastly we are requiring that mileage reimbursements are processed within sixty days of the time they are incurred. If you would like to discuss these guidelines please call me at 6337.

James Sparber