Mileage can be reimbursed when a personal vehicle serves as the primary mode of transportation (if the cost does not exceed the least expensive airfare). All reimbursements require a travel request to be approved in the eTravel system prior to departure.

Reimbursements are based on the federal mileage reimbursement rate which is intended to cover all vehicle-related expenses (i.e. gasoline, wear and tear, and personal auto insurance).

Travelers will not be reimbursed for mileage when commuting from their residence to campus. If a travel is required to report to a location other than their headquarters during a normal work schedule, the traveler will only be reimbursed for the total distance from their residence to the alternate location less their normal commute.

Examples:

Traveler travels from home to alternate location at 8am on Monday for a distance of 50 miles. Their normal work schedule is 8am-5pm. Their normal daily commute is 10 miles each way. They then return to their home after the meeting. Their mileage reimbursement would be for 80 miles (50+50-10-10).

Traveler travels from home to alternate location at 6am on Monday for a distance of 50 miles returning home at 6pm. Their normal work schedule is 8am-5pm. Their normal daily commute is 10 miles each way. They then return to their home after the meeting. Their mileage reimbursement would be for 100 miles (50+50). Their daily commute is not reduced since the alternate work location is not during scheduled work hours.

Traveler travels from home to alternate location on Saturday for a distance of 50 miles returning home. Their normal work schedule is 8am-5pm Monday-Friday. Their normal daily commute is 10 miles each way. Their mileage reimbursement would be for 100 miles (50+50). Their daily commute is not reduced since the alternate work location is not during scheduled work hours.

Traveler travels from home to headquarters then to an alternate location for a distance of 50 miles. They then return to headquarters before heading home for the day. Their normal daily commute is 10 miles each way. Their mileage reimbursement would be for 100 miles (50+50).

Traveler travels from home to headquarters then to an alternate location at 8am on Monday for a distance of 50 miles. Their normal daily commute is 10 miles each way. They then return to their home after the meeting. Their mileage reimbursement would be for 90 miles (50+50-10).