Mileage Reimbursement

Automobile Mileage Rate effective January 1, 2015
$ .575/mile

Automobile Mileage Rate effective prior to January 1, 2015
$ .56/mile

Automobile Mileage

Mileage will be reimbursed on the basis of the commonly used route. Reimbursement will not be made for extra miles logged from a roundabout route.

Whenever an employee travels out of state in a personal vehicle no meals or lodging will be reimbursed while en route. Mileage will be reimbursed at the price of an airline (coach) ticket or at the prescribed mileage rate, whichever is less.

Mileage within the city, town or immediate vicinity of one's duty station is not reimbursable, except in rare instances. Written pre-authorization from the Vice Chancellor for Business & Finance is required. A copy of this authorization must accompany corresponding expense reimbursement requests and these requests must be approved by the cognizant dean or director. Any claims for local transportation must be accumulated and submitted no more frequently than monthly and must include the date, itinerary, purpose and mileage for each individual trip. This information must be provided on the Employee Expense Voucher or on a supporting travel log attached to the expense voucher. Travel expenses incurred between an employee's home and work location are considered to be commuting expense and will not be reimbursed.

Travel expenses incurred between an employee's home and a temporary work location (business trip) may be reimbursed. This includes travel from an employee's home to/from the airport for an extended trip.

Only the authorized traveler who furnishes the private vehicle for group trips may claim and be reimbursed for mileage. No mileage reimbursement will be made to travelers for the use of University vehicles. Departments are billed directly for University vehicle rental and mileage charges.

Aircraft Mileage

Personal aircraft used for the convenience of the traveler or the University is reimbursed at $1.33 cents per mile. Special approval and extra insurance is required when personal aircraft is used.
No meals or lodging will be reimbursed while en route.

Motorcycle Mileage

An employee will be reimbursed for the use of a motorcycle while on University business (not including commuting miles) at the rate of $.535 cents per mile.