

POLICY FOR REIMBURSEMENT FOR USE OF PRIVATE MOTOR VEHICLES

Reimbursement for authorized and approved use of private motor vehicles is approved at the rate set forth in Procedure 6.06(a), Procedure for Mileage Reimbursement Rate.

Mileage for business-related travel by motor vehicle may be made at a level up to, but not exceeding, the most current Internal Revenue Service (IRS) publicized optional standard mileage rate for mileage reimbursement. Reimbursement will be made only for travel by the most direct route.

If the cost of out-of-state travel by motor vehicle amounts to more than the least expensive available airfare, the maximum reimbursement may not exceed the cost of airfare plus ground transportation to and from the airport.

Cost of fuel and/or alternative fuel, repairs, towing and other vehicle-related expenditures are included in the mileage allowance rate, and therefore, are the responsibility of the individual. The College shall not be responsible for any loss or damage to private vehicles. Any penalties for traffic/parking violations are the responsibility of the driver. Individuals using their personal vehicles are responsible for their own insurance coverage. Drivers should be aware of the extent of coverage (if any) provided by their motor vehicle insurance company for travel that is business or not personal in nature.

If two or more individuals travel in the same private motor vehicle, only the driver is eligible for mileage reimbursement.

Cross-References

Procedure 6.06(a)	Procedure for Mileage Reimbursement Rate
Policy 6.07	Policy for Use of College-Owned Vehicles
Procedure 6.08	Procedures Governing the Use of College-Owned Vehicles
Procedure 6.08(a)	Authorization for Use of College-Owned Vehicles – Driver Review Record

Adopted by the Board of Trustees 4-12-65; Revised rate 12-22-69; 6-27-77; 1-28-80; 3-26-90, effective 7-1-90; 4-25-94, effective 7-1-94; 6-23-97, effective 7-1-97; 4-23-01, effective 7-1-01; 9-26-05, effective 9-27-05; 3-27-06; 6-23-08; 6-22-09; 9-28-09; 1-25-10; 2-22-10; 3-28-22, effective 4-1-22