

Mileage

In-State Mileage

The 99 mile reimbursement limitation has been removed but a state-owned vehicle (Motor pool) or state-rented vehicle (Enterprise/National/Hertz) should be used prior to a personal vehicle when mileage exceeds 99 miles. The Travel Expense Account Form must be signed by the appropriate VP for in-state mileage over 99 miles. Allowed rate of \$0.655 per mile

Out-of-State Mileage

If a traveler is requested to take his/her personally owned vehicle out-of-state for a purpose that will benefit the university, then the appropriate Vice President may on a case-by-case basis, determine to pay a traveler for all or part of enroute travel expenses (for example – lodging, meals, and mileage) Documentation must be submitted with the Travel Expense Account form to show cost savings or justification as to why personal vehicle mileage, lodging, and meals while in transit were approved for out-of-state travel exceeding 99 miles. A copy of the Request for Authorized Travel signed by the appropriate VP showing the request for actual out-of-state mileage will suffice for the prior approval documentation.