



## LOCAL MILEAGE REPORT INSTRUCTIONS

The purpose of local travel reimbursement is to pay college employees for travel-related inconvenience associated with their work (local meetings, etc. – usually not an overnight stay).

The rate of reimbursement is the prevailing Internal Revenue Rate (\$0.50/mile as of 1/1/2010) times the number of extra miles incurred. The number of extra miles traveled is the difference between the actual mileage logged and normal mileage to and from work.

Examples:

1. Employees who are required by their supervisors to make a business-related side-trip on the way to or from work may request reimbursement. For example, if the normal distance to work is 15 miles, but the side-trip caused the distance to work to be 20 miles, 5 additional miles are reimbursable.
2. An employee who is at work and is assigned to take their vehicle to perform College related business may request reimbursement. The total mileage is reimbursable unless it is a side-trip, in which case reimbursement will be as in number 1 above.
3. College staff who are assigned to teach at extension centers and who will travel extra miles to reach home or work may request reimbursement.

Payments will not be made until the total expense exceeds \$3.00.

This form can be turned in immediately or you can log up to one month of travel. The form must be turned in no later than 30 days after the latest day of travel on the form.

All travel must be approved by the budget manager. The Dean must also sign if funding is being requested from the Dean or the traveler is a student.