

REVISED TRAVEL POLICY

Effective January 1, 2017

The Office of State Budget and Management released a revised policy for mileage reimbursement for the use of personal vehicles by employees.

The priority method of vehicle travel is as follows:

1. Use of college vehicle
2. Use of rental car through the state contract (if the trip is in excess of 150 miles roundtrip).
3. Personal vehicle

This means that you must first check to see if a college vehicle is available. If a college vehicle is not available, you must use a rental car through the state contract option if the trip is in excess of 150 miles roundtrip. If you decide to drive your personal vehicle instead of using a college vehicle or rental car, you will be reimbursed mileage at 17 cents/mile for all mileage. If a college vehicle is not available and your trip is less than 150 miles round trip you will be reimbursed 53.5 cents/mile for the first 100 miles each day and any mileage over 100 miles per day will be reimbursed at a rate of 17 cents/mile.

Note: This does not apply to local travel within Durham and Orange County.

If an employee follows the steps mentioned above and is unable to get a college vehicle or a rental vehicle, they will be reimbursed as stated below:

Employees must include with their travel request a copy of the Motor Vehicle Usage Form from Motor Pool stating that no college vehicle is available and a screen shot from the rental car website stating that no vehicle is available if they want to be reimbursed at the following rates:

53.5 cents/ mile for the first 100 miles per day.

Any mileage over 100 miles per day will be reimbursed at a rate of 17 cents/mile.

Scenarios:

1. Use of College Vehicle Form not attached to travel request form if under 150 miles round trip you will be reimbursed 17 cents/mile.
2. If over 150 miles roundtrip and neither form is attached you will be reimbursed 17 cents/mile.

Example:

If the employees travel is more than 1 day, they will be reimbursed 53.5 cents/mile for 100 miles each day.

So if the trip is 3 days, the employee will have up to 300 miles. The rate of reimbursed will 53.5 cents/mile up to 300 miles. Any mileage over 300 miles will be reimbursed at 17 cents/mile.

Employee has a three day trip. They have 100 miles per day for a total of 300 miles.

The employee travels at follows:

Day 1 145 miles

Day 2 20 miles

Day 3 145 miles

For a total of 310 mileage.

The employee would be reimbursed 53.5 cents/mile for the first 300 miles and 17 cents/mile for the other 10 miles.

The Business Office will adjust travel reimbursement request as necessary to comply with these rules. Any exception to these rules must be approved by the Vice President of Finance and Administrative Services or his designee.

If you have any questions or are not sure, please contacted the Business Office before your trip.