



APPENDIX

Mileage Reimbursement

Related Policy: Traveling on University Business

Sponsored Projects: Sponsors may have more restrictive or different policies than stated below. Travelers are responsible for being knowledgeable and compliant with the Sponsor's requirements.

Travelers must choose the least costly method of transportation that meets the traveler's schedule and business needs. The University reimburses travelers for actual expenses as long as they fall within the guidelines of the Travel policy.

Business Mileage

Business mileage is the travel an employee incurs beyond normal commute mileage (from home to the office and home again) on a normal workday. Employees may request reimbursement for any business mileage incurred. If an employee does not report to their primary work location during a business day, full mileage between home and the meeting location is reimbursable at the IRS mileage rate.

The mileage rate includes gas, vehicle maintenance, insurance, and other personal vehicle-related costs.

An employee who uses transportation methods other than their own vehicle to attend local meetings may claim actual transportation expenses up to the amount they would be reimbursed if they claimed mileage and parking at non-University locations.

Mileage Rates

2019
January 1 – December 31
\$0.58

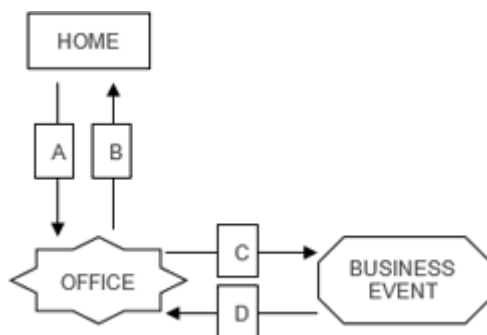
2018
January 1 – December 31
\$0.545

Reimbursement (mileage and en-route expenses) must not exceed the lowest cost of comparable coach airfare (e.g. advanced booking, Saturday stay over).

MILEAGE REIMBURSEMENT EXAMPLES:

Example 1: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event, and returns to the office after the event.

Mileage Reimbursed: C + D

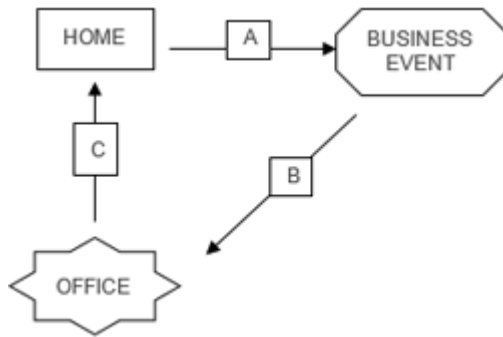


Example 2: Employee leaves from home on a normal workday, goes directly to a one-day off-site business event, and returns directly home after the event.*

Mileage Reimbursed: A + B

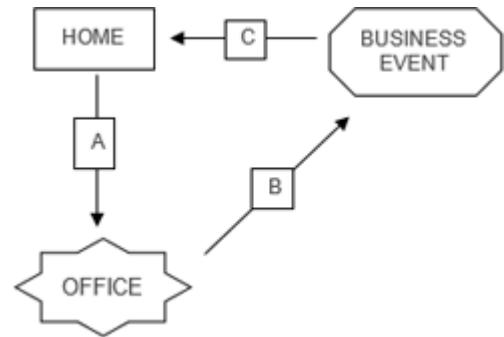
Example 3: Employee leaves from home on a normal workday, goes directly to an off-site business event, and returns to the office to complete the workday.*

Mileage Reimbursed: $A + B - C$



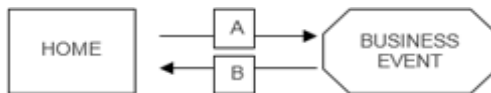
Example 4: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event, and goes directly home from the event.

Mileage Reimbursed: $B + C - A$



Example 5: Employee leaves from home on a non-workday, goes directly to an off-site business event, and returns home after the event.

Mileage Reimbursed: $A + B$



*If the distance to the business event is less than your normal commute, then mileage is not reimbursable.

Travel Mileage

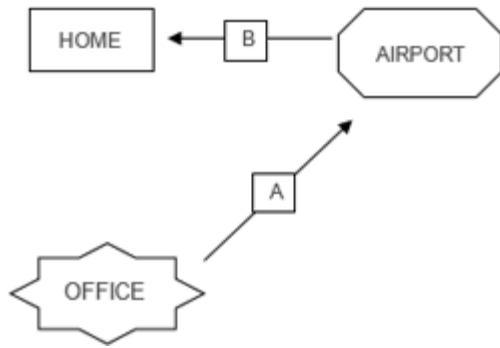
Employees may request reimbursement for mileage to/from the airport for travel that requires an overnight stay based on when and where the employee's travel status begins and ends.

Example 6: Employee leaves from the office to go to the airport. After the trip, the employee returns home from the airport.

Mileage Reimbursed: $A + B$

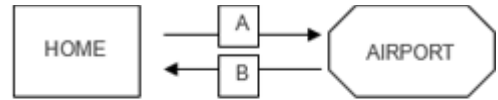
Example 7: Employee leaves from home to go to the airport. After the trip, the employee returns home from the airport.

Mileage Reimbursed: $A + B$



Example 8: Spouse drops off employee at the airport and returns home. Spouse picks up employee at the airport and returns home.

Mileage Reimbursed: $(A + B) + (A + B)$



Example 9: Employee leaves from home to go to Duluth and stays overnight. After the trip, the employee returns home from Duluth.

Mileage Reimbursed: $A + B$

