

**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: David Price, University Controller



SUBJECT: Revised Mileage Reimbursement Policy

DATE: December 14, 2016

The Office of State Budget and Management (OSBM) revised the Mileage Reimbursement (OSBM Policy 5.1.26) effective December 1, 2016. The following mileage reimbursement policy will apply:

1. Travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the state. Passenger vehicle travel, whether in- or out-of-state, agency travel policies shall:
  - Maximize utilization of state-owned vehicles
  - Make use of State term contracts for short-term rentals (State Term Contract 975B Vehicle Rental Services), and
  - Reimburse for use of personal vehicles on a limited basis.
2. Universities are encouraged to establish policies that promote efficient travel, such as ride-sharing. When State-owned resources are not available, the university may procure vehicles through the State's term contracts or reimburse use of personal vehicles.
3. Personal vehicle mileage is reimbursable and measured from the closer of the employee's duty station or point of departure to destination (and return).
  - If a state employee chooses to use their personal vehicle for state business and the round trip does not exceed 100 miles per day of travel, the employee will be reimbursed at 54 cents per mile.
  - If a state employee chooses to use their personal vehicle for state business and the round trip exceeds 100 miles per day of travel, the employee will be reimbursed 54 cents per mile for 100 miles per day with any additional miles over 100 miles per day of travel reimbursed at 19 cents per mile. (See potential scenarios Page 2)
4. OSBM will not consider exceptions to this policy.

These changes will be updated in the Travel Center and Travel Guidelines - Travel Requirements for University Employees section on the Controller's Office website. If you have any questions, please contact Kim Kelley at 515-7132 or [khkelley@ncsu.edu](mailto:khkelley@ncsu.edu)

While we will post these new guidelines, we will continue to work with the State (OSBM) to help them understand the impact on some of our units and the campus as a whole.

cc: Mary Peloquin-Dodd, Associate Vice Chancellor for Finance and University Treasurer

## Potential Mileage Reimbursement Scenarios

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### 1. Example of Mileage Calculation – Multiple days travel – one destination

John Doe traveled from Raleigh, NC to Richmond, VA to attend a conference. John left on December 1<sup>st</sup> and returned on December 3<sup>th</sup>. Actual mileage was 310 round trip miles and 3 days of travel. The mileage reimbursement policy allows 100 miles per day times the number of travel days of actual mileage at 54 cents per mile and the overage at 19 cents per mile.

Mileage Reimbursement:

$$\begin{array}{r} 300 \times .54 = \$167.40 \\ 10 \times .19 = \underline{1.90} \\ \$169.30 \end{array}$$

### 2. Example of Mileage Calculation – One day travel – one destination

John Doe traveled from Raleigh, NC to Richmond, VA to attend a meeting. John left on December 5<sup>nd</sup> and returned on the same day. Actual mileage was 310 round trip miles and 1 day of travel.

Mileage Reimbursement:

$$\begin{array}{r} 100 \times .54 = \$ 54.00 \\ 210 \times .19 = \underline{39.90} \\ \$ 93.90 \end{array}$$

### 3. Example of Mileage Calculation – One day travel – multiple destinations

On December 5, John Doe traveled from his office on campus to Sanford, NC and returned to his office. (80 round trip miles). That same day after lunch he traveled to Chapel Hill to attend a meeting at UNC-GA and then returned to the office (54 round trip miles). Actual mileage was 134 round trip miles and 1 day of travel.

Mileage Reimbursement:

$$\begin{array}{r} 100 \times .54 = \$ 54.00 \\ 34 \times .19 = \underline{6.46} \\ \$ 60.46 \end{array}$$