

Privately-Owned Vehicles Used for College Business

College employees may be required to use their privately-owned vehicles in order to carry out their assigned duties, if a College pool vehicle is not available.

Authorized persons who use a privately-owned vehicle for official College business shall be reimbursed in accordance with IRS regulations and approved rates.

Authorized drivers shall be reimbursed for reasonable parking and toll expenses incurred while conducting College business in a privately-owned vehicle.

Reimbursement for employee insurance costs and gasoline is included in the mileage reimbursement rate.

Reimbursement is based on the principle that the employee should be reimbursed for all official business mileage accumulated in a privately-owned vehicle that is beyond the normal round trip mileage incurred from the employee's home to the permanently assigned office or workstation, and back home again. Examples follow:

- A College employee who leaves the office, travels to a field site, and returns to the office may be reimbursed for all mileage directly connected with the business trip (i.e., mileage from the office to the field site and back to the office), because the driver will have driven the normal daily commute to and from the office by the end of the day.
- A College employee who leaves home to conduct business without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip that is in excess of the commute miles normally traveled (i.e., total official miles driven minus normal daily commute miles). In this situation, the driver has not driven the normal daily commute and, therefore, must subtract the normal daily commute miles from the total official miles driven.
- A College employee who conducts College business prior to coming into the assigned office or on the way home from the assigned office may be reimbursed for all mileage in excess of the commute miles normally traveled.

These policies apply to any day in which the employee travels in a privately-owned vehicle to conduct College business, including a normal working day, after hours business travel, and business travel on Saturday, Sunday, or holidays.

The employee's supervisor is responsible for ensuring that reimbursement of the use of privately-owned vehicles is controlled and authorized only in the College's best interests. Travel Expense Reports are to be comprehensively and accurately prepared, so the supervisor can readily verify the mileage reimbursement calculation.

The current privately-owned vehicle mileage reimbursement rate is also available on the Finance and Administration website.