



Business Office

The rate of 53.5 cents per mile is to be used for reimbursement requests for all mileage incurred on or after January 1, 2017.

The College will reimburse employees for the use of their personal vehicle used for College business. Reimbursement will be at the effective date and rate published in this policy. The business mileage rate covers all costs of operating the vehicle including gasoline, oil, insurance and repairs, etc. Receipts for tolls and parking fees are reimbursed separately and not included in the business mileage rate.

Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business. For example, if the normal commuting round trip is 20 miles, and the employee goes on a trip that covers 75 miles, only the incremental 55 miles are reimbursable. The number of days should also be taken into account. If the 75 miles in the above example were incurred over three business days, then the incremental reimbursable miles would be 15 ($75 - (3 * 20)$).

Reimbursement requests should indicate the points of travel and the miles eligible for reimbursement. Mileage reimbursement requests should be sent to Accounts Payable either separately or as part of a larger travel reimbursement request.