Mileage and Communicating Reimbursement

College employees may be reimbursed when driving to off-campus assignments in personal vehicles. Employees shall be reimbursed as follows:

1. No mileage payment will be due if the distance to the off-campus assignment from the employee's residence is less than the distance to the employee's normal office location. Mileage beyond the distance to the campus will be paid.
2. Mileage from the campus to off-campus assignments will be fully reimbursed.
3. When travel occurs to off-campus assignments and round-trip mileage is one hundred (100) miles or less, then reimbursement will be at the higher mileage rate. If round-trip is more than one hundred (100) miles, then reimbursement will be at the lower mileage rate.
4. Part-time instructors may be reimbursed when travel is more than twenty-five (25) miles one way from instructors home to duty station, is not part of a regular on-going Continuing Education course and travel is approved on the employment contract. Reimbursement made for normal commuting expenses will be processed through payroll and taxed according to Internal Revenue Service regulations.

The intent of these provisions is to recognize travel expenses that exceed the daily commuting distance that is the employee's responsibility as a condition of employment. Special circumstances (e.g. temporary or part-time contracted service providers) not covered by these policies may be addressed on an individual basis.

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