



MEMO

DATE: DECEMBER 19, 2018

TO: THE UNIVERSITY COMMUNITY

JEFFREY I. WEISS, M.P.A.

DIRECTOR OF PURCHASING
BUSINESS AFFAIRS

SUBJECT: MILEAGE REIMBURSEMENT POLICY CHANGE

Please be advised that as of January 1, 2019—in accordance with IRS guidelines—the reimbursement rate for use of personal vehicles for business travel is 58 cents per mile driven up from 54.5 cents for 2018. This rate is intended to reimburse employees for all costs incurred, including insurance, gas, oil, wear and tear, and repairs. Such charges are not permissible as separate reimbursable expenses.

This rate does not apply to the use of University-owned or leased vehicles assigned to employees. Policies covering these vehicles are included in the University's "Employer Provided Vehicles Policies and Procedures Manual."

The University defines business use of personal automobiles as travel to and from destinations for the sole purpose of conducting business on behalf of the University. The employee's commute "to and from" work is not considered business use. Only miles in excess of the employee's commute are considered business use and are eligible for reimbursement. Mileage should be calculated using your campus as the starting point. When traveling to other locations, employees should check their odometer readings at the beginning and end of each trip to determine the number of miles to be submitted for reimbursement.

Another way to document mileage driven would be to print your trip mileage from Google maps or from a similar type of website that calculates "to and from" mileage. Charges for tolls and parking are reimbursable. Original receipts must be provided for charges of \$25 or more. EZ-Pass statements may be used to support EZ-Pass charges.

The Concur T&E Reporting System will automatically be updated to calculate the correct reimbursement based on the dates travel occurred.

Part-time employees and students who are traveling on behalf of the University, and do not have access to the Concur T&E Reporting System, should use the appropriate University's Travel Request and Expense Reimbursement Form, which is posted to the University's Intranet site (on the Employee Resources page under the Travel Benefits heading). The forms may be used to add and calculate expenses.

For additional information about payment and reimbursement policies and procedures, please refer to the University's Business Expense Policies and Procedures Manual, which can be found on the University's Intranet site (on the Employee Resources page). You also may contact Accounts Payable.