

Mileage Reimbursement Guidelines

Employees are reimbursed for personal vehicle use at the approved University of Utah mileage rate. For longer trips, staff will calculate the cost of using a personal vehicle vs renting a vehicle before a trip is approved. Staff are encouraged to use Enterprise car rental using the state discounted rate with unlimited mileage for longer trips. Any exceptions require pre-approval from the Commissioner.

For purposes of this policy, the following definitions apply:

Actual mileage: The mileage traveled from point of origin to destination. Locations must be specific to allow for mileage verification

Common carrier terminal: The place of departure when using transportation other than a personal vehicle, (i.e., airport, train or Trax station, bus station).

Commute mileage: The mileage between an employee's home and duty post.

Duty post: The normal, regularly assigned work location (e.g., the duty post for OCHE is Gateway 2).

Employee: Any individual employed of OCHE.

Event: An offsite location where an employee is required to work.

Non-employee: Any individual who performs work for OCHE and is not a regular employee, but who is required to travel or incur mileage on behalf of USHE, or in the performance of their assigned duties. Examples are board members, vendors, contractors, and professional service providers.

Point of origin: The place an employee begins their travel. Point of origin could be a home, duty post, or other location.

Standard work week: Monday through Friday, or as defined by the requirements of an employee's position.

Supervisor: Associate Commissioner will sign the reimbursement form.

The following policies governing reimbursement of mileage for employees and non-employees apply:

EMPLOYEES

- Employees are reimbursed at the approved mileage rate.
- Mileage between home and duty post during a standard work week is not reimbursable. However, mileage between duty post and another location is reimbursable.
- Mileage between home and a location other than duty post during the standard work week is reimbursable net of commute mileage.
- Individuals required to attend an event outside of the standard work week are reimbursed the actual mileage incurred.
- Mileage to and from a common carrier terminal is reimbursed net of commute mileage during the standard work week and reimbursed at actual mileage incurred outside of the standard work week.
- All in-state mileage should be submitted by the employee at the end of each month
- All travel must be approved by a supervisor with signatures from both employee and supervisor

NON-EMPLOYEES

- Non-employees are reimbursed for actual mileage incurred.

GENERAL INFORMATION

- Fleet or rental vehicles are excluded from mileage reimbursement.