

## Mileage Reimbursement and University Vehicle Rental Guidelines

College employees and students will generally be reimbursed up to the amount of the least expensive of these travel options:

1. **Airline ticket (coach)** – Mileage to/from an airport may also be reimbursed (see below).
2. **Personal vehicle** – The personal automobile mileage reimbursement rate effective January 1, 2017 – August 31, 2017 is \$0.535 per mile. The personal automobile mileage reimbursement rate effective September 1, 2017 is \$0.25 per mile. Mileage will be reimbursed on the basis of the commonly used route. Reimbursement will not be made for extra miles logged from a roundabout route. Whenever travel out of state occurs in a personal vehicle no meals or lodging will be reimbursed while en route.
3. **University vehicle** – Departments are billed directly for University vehicle rental and mileage charges for authorized use (<http://transportation.unl.edu/policies/authorized-uses-university-vehicles>). Hourly rentals are allowed 50 miles for each hour dispatched, daily rentals are allowed 300 miles per dispatched day, and monthly rentals are allowed 1,100 miles per calendar month before excess mile charges apply. Hourly and daily miles are cumulative, monthly miles are for travel within the calendar month.
  - o **Vehicle Rental Rates:** Rates do not include the cost of fuel or excess mileage charges. Fuel charged to the vehicles assigned tax exempt Voyager credit card are billed to the reservations cost object.
    - For detailed vehicle rental rates see <http://transportation.unl.edu/vehicle-rental-rates>

### Mileage reimbursement for travel within the city of work

Mileage within the city, town or immediate vicinity of one's duty station is not reimbursable, except in rare instances. Written pre-authorization from the Vice Chancellor for Business & Finance is required. A copy of this authorization must accompany corresponding expense reimbursement requests and these requests must be approved by the cognizant dean or director. Any claims for local transportation must be accumulated and submitted no more frequently than monthly and must include the date, itinerary, purpose and mileage for each individual trip. This information must be provided on the Employee Expense Voucher (<http://go.unl.edu/zuiz>) or on a supporting travel log attached to the expense voucher. Travel expenses incurred between an employee's home and work location are considered to be commuting expense and will not be reimbursed.

### Mileage to/from a temporary work location

Travel expenses incurred between an employee's home and a temporary work location (business trip) may be reimbursed. This includes travel from an employee's home to/from the airport for an extended trip. A pre-trip authorization must be approved ahead of time for any reimbursement for travel between an employee's home and temporary work location. Contact a Business and Finance Team member ([cfpa-business@unl.edu](mailto:cfpa-business@unl.edu)) for assistance.

### Mileage reimbursement for group travel

Only the authorized traveler who furnishes a private vehicle for group trips may claim and be reimbursed for mileage.