

Determining Travel Status

When employees are on assignment at a work location more than 35 miles from both their official station and their home, they are considered to be in travel status and are eligible for reimbursement of travel expenses in accordance with this manual. Employees must obtain appropriate approvals prior to traveling for an assignment.

Travel in Proximity of Official Station or Home

When an employee is assigned to work at an alternate work location which is less than 35 miles from either his or her home or his or her official station, the employee is not considered to be in travel status, but rather is considered to be traveling in the proximity of his or her official station. When traveling in the proximity of home or official station, an employee using a personal vehicle is, as outlined below, entitled to reimbursement of transportation expenses associated with travel:

- from home to an alternate work location
- between the official station and an alternate work location
- between alternate work locations
- from an alternate work location to the employee's home

When travel is from an employee's home to an alternate work location, or from an alternate work location to home, at a minimum, transportation expenses must be reimbursed using the lesser of 1) mileage between the employee's home and the alternate work location or 2) mileage between the employee's official station and the alternate work location, times the IRS mileage reimbursement rate. This reimbursement method is called the "lesser of mileage rule." Agency management has the discretion to establish a reimbursement policy that provides for reasonable reimbursement of transportation expenses in excess of the amount calculated under the "lesser of mileage rule."

[Click here for examples of the application of the lesser of mileage rule.](#)

When travel is between an employee's official station and an alternate work location, or between two or more alternate work locations, transportation expenses must be reimbursed by payment for the actual mileage between such locations, times the IRS mileage reimbursement rate.

Occasionally employees find themselves attending official work functions such as meetings or conferences that are within 35 miles of their official work station. In addition, often these functions may run for multiple days and begin early in the morning or have late evening sessions that make it difficult for employees that are not lodging on-site. Therefore, System Administration staff will be allowed reimbursement for travel costs (meal, lodging, transportation) when attending functions within 35 miles of their own workstation under the following guidelines

Required:

- Employee is traveling on official business.
- Vice Chancellor or designee approves the employee's expenses.
- Departmental budget has funds to support the expense.

Justifications:

- Employee is a committee member of the group/organization holding the event and is required to be on-site at all times.
- Employee is part of the organizing committee responsible for setting up and running the event and is required to be on-site at all times.
- The employee is attending business-related events or meetings that begin before 8:00 am and/or conclude after 8:00 pm.

Reimbursement for travel in the proximity of the home or the official station is subject to the audit of the Comptroller. Transportation costs should not be allowed between any employee's home and his or her official station. On the rare occasion, when commuting costs are paid, there are tax consequences associated with the reimbursement. For additional information, please visit the [Guide to Financial Operations Chapter XIII, Section 6](#).