



Mileage Reimbursement

Note: University faculty and staff are encouraged to use the most cost and time effective way to participate in meetings and conferences and should explore options to participate remotely via teleconference, videoconference or web conference, whenever possible. Contact UNO Information Technology Services at 554-4357 to learn more about the voice and/or video conferencing resources available. When it is necessary to attend in person, faculty and staff should carpool whenever possible to reduce costs and the environmental impact.

Automobile Mileage Rate effective September 1, 2017 \$.25/mile

Automobile Mileage Rate effective January 1, 2017 to August 31, 2017 \$.535/mile

Mileage is reimbursed on the basis of the commonly used route. Reimbursement will not be made for extra miles logged from a roundabout route. Faculty/staff using a personal vehicle must claim mileage and cannot claim fuel expenses.

Travel expenses incurred between a faculty/staff member's residence and a temporary work location outside of the vicinity of the normal work location (such as a trip to Lincoln) shall be reimbursed only for mileage that exceeds the round trip distance from their residence to their primary work location.

At times it may be expedient for a faculty/staff member to conduct business enroute to or from their residence. In these cases the faculty/staff member may be reimbursed the extra miles traveled in excess of commuting miles that are traveled to accomplish the task.

Travel expenses incurred between a faculty/staff member's home and normal work location are considered to be commuting expense and will not be reimbursed.

Any claims for local transportation must include the date, itinerary, purpose and mileage for each individual trip. This information must be provided on the travel expense worksheet, the mileage worksheet or on a supporting travel log which can be attached.

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

On out-of-state trips when commercial air services can be used advantageously, mileage will be reimbursed at the price of a coach airline ticket or at the prescribed mileage rate, whichever is less. Documentation of the airline ticket price from Travel & Transport should be included with all claims.

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