

Mileage

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Scope

All University of Nebraska Omaha (UNO) employees, staff, and faculty.

Policy Statement

University faculty and staff are encouraged to use the most cost and time effective way to participate in meetings and conferences.

Reason for Policy

Mileage that Can be Reimbursed

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

Extra Miles

At times it may be expedient for a faculty/staff member to conduct business en route 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.

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 and staff using a personal vehicle must claim mileage and cannot claim fuel expenses.

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 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 travel expense worksheet, the mileage worksheet or on a supporting travel log that can be attached.

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

Commercial Air Services

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.

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

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