Mileage reimbursement

Employees can be reimbursed for mileage when their private vehicle is used for authorized College business.

Effective November 14, 2007 the mileage reimbursement rate schedule for the 2007-08 year is the following:

- All automobiles and mini-vans $0.36 per mile
- 9 passenger vans (previously 15 passenger vans) $0.55 per mile
- 9 passenger vans with trailer (previously 15 passenger vans) $0.60 per mile

A Form for Advance and Expenses should be used when requesting reimbursement for mileage. Instructions for completing the policy for Advance and Expenses and Sample Form can be found at 300.7.20.