

SAM—TRAVEL

REIMBURSEMENT FOR USE OF PRIVATELY-OWNED AIRCRAFT

0744

(Revised 9/07)

The reimbursement rate for employee privately-owned aircraft is 50 cents per statute mile. Mileage is computed on the shortest air route from origin to destination, using airways whenever possible. Enter "Air Miles" and mileage on the TEC. For expenses other than mileage, substantiate the expense with a voucher. Landing and parking fees are paid except at the site where the aircraft is normally stored.