

SAM-TRAVEL

REIMBURSEMENT FOR USE OF PRIVATELY-OWNED AUTOMOBILES

0754

(Revised 9/07)

Mileage reimbursement is paid to employees authorized to use privately-owned vehicles while conducting official State business. The reimbursement rate is based on the current MOU and the DPA Rules.

When an employee is driven to a common carrier, the employee can claim double the rate authorized for one-way trips to and from the common carrier. The vehicle cannot be parked at the terminal and the employee must be an occupant of the vehicle. "Double mile" claims are considered to be reportable to SCO since the amount claimed is above the rates found in the current MOU and the DPA Rules. If the employee departs or returns to a common carrier on the employee's day off or one hour before or one hour after the normal workday, payment for actual miles driven may be claimed.