

Oakland University

Mileage Reimbursement Guidelines

Excerpt from Policy #1200: Reimbursement for Private Vehicle Use:

The University will reimburse mileage for employees who use their personal vehicle for pre-approved travel at the standard mileage rate as determined by the IRS, found at www.irs.gov, subject to the limitations below.

The mileage rate is intended to cover all business use vehicle expenses including wear and tear, insurance and fuel. University employees, students and volunteers driving their own personal vehicles on University business must carry sufficient personal auto insurance. The University does not cover physical damage or loss to employees' vehicles; any claims must be filed directly with the employee's personal insurance company.

Per IRS requirements, the University will reimburse employees for actual miles driven in excess of their normal commute from home to office (e.g. if the employee commutes 10 miles round trip from home to office, 10 miles should be deducted from any mileage reimbursement request). A faculty member who is scheduled to teach at off-campus locations and is also required to be on the main campus the same day may be entitled to reimbursement for mileage at the standard University rates. Other than this circumstance, teaching miles are considered commuting and will not be reimbursed. Please refer to the current faculty contract for more detail on this topic.

Reimbursement for the use of a personal vehicle in lieu of air carrier is limited to the cost of coach airfare plus related expenses as determined by the Drive/Fly Comparison Worksheet found on the Accounts Payable website. If employees are approved to use their personal vehicles for travel, rather than via air carrier, a reasonable airfare cost comparison must be documented by the Traveler at the time the travel is planned. If this is not done in advance of the travel, Accounts Payable will determine reasonable airfare cost and may reduce the mileage reimbursement accordingly.

Semester based mileage and/or local mileage should be submitted for reimbursement once per semester according to the following strictly enforced deadlines:

- *Winter semester mileage due by June 30*
- *Summer semester mileage due by October 31*
- *Fall Semester mileage due by February 28*

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General Guidelines

- IRS Publication 463 provides the guidance for the University's mileage guideline
 - "Normal" workdays will be considered Monday through Friday
- NOTES:**
- Any actual mileage to/from your office will NOT be reimbursable, even if it is after the workday is complete or on the weekend; An example would be coming into the office on a Saturday to complete a task or coming to the University for an evening event
 - If faculty have an assigned class on the weekend, this will be considered a normal workday
- Reimbursable mileage is the travel an employee incurs *above and beyond* normal commute mileage
 - If you do not have a normal commute and/or you work at a temporary location, please contact Accounts Payable to help calculate your reimbursable mileage
 - All of the scenarios below, except scenario 4, are for travel that began *and* ended on a normal workday; if ALL travel is on a non-normal workday, you will be entitled to all business miles driven
 - If your calculation results in a negative amount, no mileage may be claimed (i.e., you live closer to the business event than you do to work)
 - Commute mileage must be determined from home address to 2200 North Squirrel Road, Rochester, MI 48309, except for employees whose main office is one of the following locations:
 - Anton/Frankel Center – 20 Main St, Mt Clemens
 - SEHS Oakland Public Schools Office – 2111 Pontiac Lake Rd, Waterford
 - Macomb-OU Incubator – 18 Mile Rd, Sterling Heights
 - Riverview Institute – 7733 E. Jefferson Ave, Detroit
 - Macomb University Center - 44575 Garfield Road, Clinton Twp
 - Macomb Intermediate School District - 44001 Garfield, Clinton Twp
 - Employees should obtain the driving directions from Mapquest, Google Maps or other similar route planner for *actual* business miles driven and submit with every Travel Expense Summary ("TES") voucher
- NOTE:** The print-out will be substantially shorter if (using MapQuest as an example) when printing you only check the boxes "Driving directions" and "Total Distance Traveled" and uncheck all of the other boxes

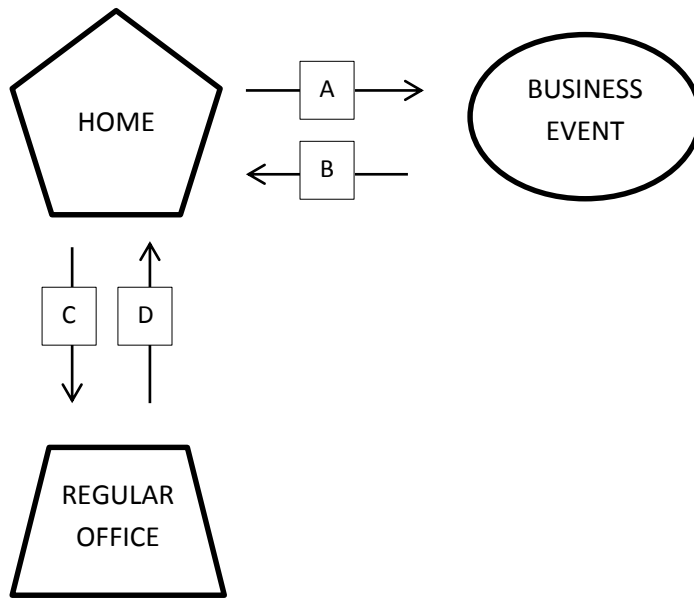
Scenarios

The following examples are not an exhaustive list. Rather, these are the most frequent scenarios to help guide you in calculating your mileage reimbursement. Each scenario also includes a guide for how to input the calculation into the Travel Expense Summary spreadsheet.

Please contact Accounts Payable for assistance with calculating unique scenarios.

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Scenario 1: Employee leaves from home on a normal workday, attends a one day off-campus business-related event, returns directly home.



Mileage Calculation = $A + B - (C + D)$

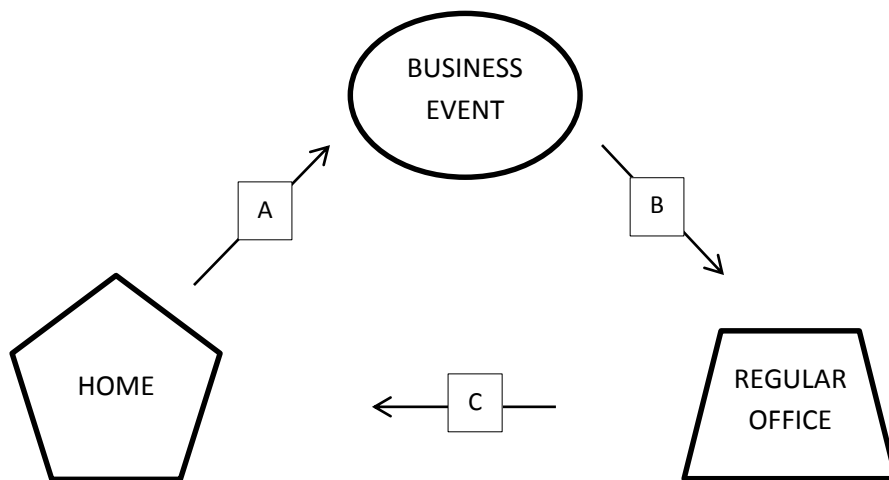
TES input:

Actual Mileage cell: $A + B$

Commute cell: $C + D$

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SCENARIO 2: Employee leaves from home on a normal workday, attends an off-campus business event, returns to office to complete work day. **NOTE:** This is the scenario that applies to Full Time Faculty who are scheduled to teach at an off-campus location and are also *required** to be on the main campus *after* the off-campus class on the same day.



Mileage Calculation = $A + B - C$

TES input:

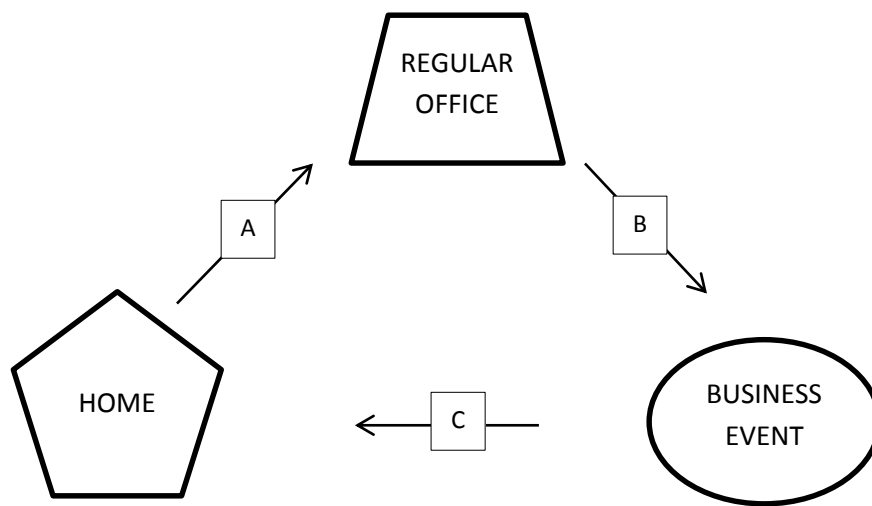
Actual Mileage cell = $A + B$

Commute cell = C

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**Required* means office hours, a class or a meeting is scheduled prior to or following an off-campus class

SCENARIO 3: Employee goes to their main office on a normal workday, leaves mid-way through the workday to attend an off-campus business event, and goes directly home from event. **NOTE:** This is the scenario that applies to Full Time Faculty who are scheduled to teach at an off-campus location and are also *required** to be on the main campus *before* the off-campus class on the same day.



Mileage Calculation = $B + C - A$

TES input:

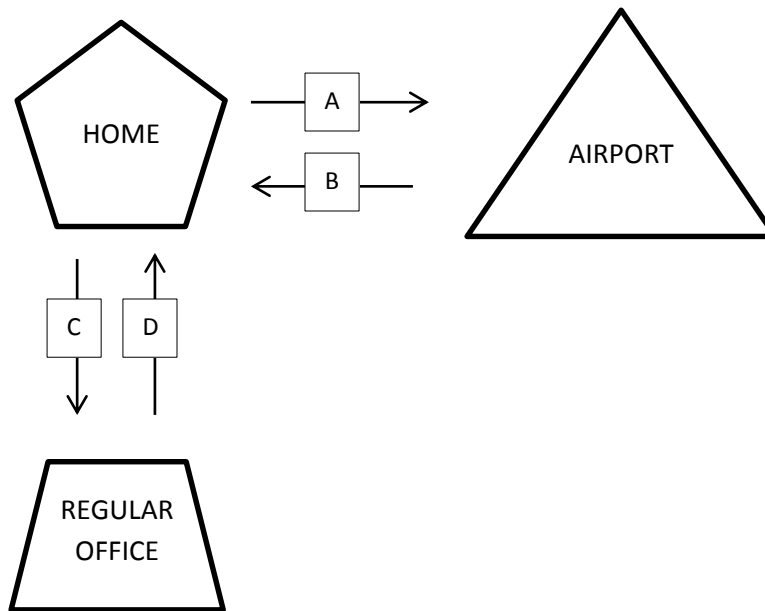
Actual Mileage cell = $B + C$

Commuter cell = A

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*Required means office hours, a class or a meeting is scheduled prior to or following an off-campus class

SCENARIO 4: Employee flies out of town, regardless of number of days they will be gone, and drives themselves to the airport.



A. If departed on a weekday and returned on a weekday:

Mileage calculation = Departure: $A - (C + D)$; **Return:** $B - (C + D)$

TES input:

Departure date: Actual Mileage cell = A; Commute cell = C + D

Return date: Actual Mileage cell = B; Commute cell = C + D

B. If departed on a weekend and returned on a weekday (or vice versa):

Mileage calculation = Departure: A; **Return:** $B - (C + D)$

TES input:

Departure date: Actual Mileage cell = A

Return date: Actual Mileage cell = B; Commute cell = C + D

C. If departed and returned on weekend days:

Mileage calculation = Departure: A; **Return:** B

TES input:

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Departure date: Actual Mileage cell = A

Return date: Actual Mileage cell = B