

Agricultural Sciences Local Travel Policy

Purpose

This policy establishes the guidelines for reimbursement of mileage and related local travel expenses (parking, tolls, etc.) in the College of Agricultural Sciences. College activities rely upon financial support from state, local, and federal entities. Therefore, the College must be able to justify all expenditures of public funds.

Policy

- All travel, regardless of distance, must have a legitimate business purpose.
 - Mileage, regardless of distance, to pick up office supplies will ordinarily not be reimbursed because those supplies can be purchased from and delivered by General Stores as well as other non-University vendors such as Amazon and Staples.
 - Mileage for travel to local airports may be reimbursed if the distance driven to the airport in each direction is at least 10 miles greater than the distance from the employee's residence to their primary work location.
- The College ordinarily will not reimburse for any mileage and related expenses (parking, tolls, etc.) in situations where the employee could have used free transportation (CATA bus-- Red Link, Green Link, White Loop, Blue Loop-- and staff shuttles at University Park)
- The College ordinarily will not reimburse for any local travel and related expenses (parking, tolls, etc.) that is less than 10 miles in one direction from the employee's primary work location.
- Requests for reimbursement to an individual for local travel should not be submitted more frequently than monthly.

Exceptions

The college recognizes that there are some situations in which employees are required to travel on university business on a daily basis and for which much of their business related travel is less than 10 miles each direction. In these cases, exceptions may be granted by the Financial Officer in consultation with the Dean.

Effective date: June 2, 2014