Allegany College of Maryland
Mileage Reimbursement Policy and Approved Use of College Vehicle

The purpose of this policy is to clarify what is allowable mileage reimbursement and what is appropriate use of a College vehicle. Mileage reimbursement provides compensation to an employee for expenses incurred for the use of a personal vehicle in the course of College business. It is the intent of the policy to reimburse full-time employees for reasonable transportation expenses for required College business.

The following policy topics will apply to full-time employees conducting approved travel on College business.

Definitions:

Local Travel:

Local travel is defined as authorized inter-campus travel and travel between a campus and other points of official College business within the College service area.

Non-Local Travel:

Non-local travel includes travel on authorized College business during which overnight accommodations are required and/or travel is outside of the College service area.

Mileage Reimbursement:

Mileage reimbursement is defined as reimbursement to an employee for use of his/her private vehicle when conducting College business at the rate to be established by the College annually. This reimbursement will be applicable regardless of the availability of a College vehicle.

Base Point:

A Base Point for employees will be established at the implementation of this policy and reviewed annually or when significant changes to an employee's assignment occur. Base Point for employees whose job responsibilities are primarily administrative rather than instructional is defined as the campus/instructional site where the employee performs the majority of his/her duties on a routine basis. Base point for employees whose job responsibilities are primarily instructional shall be established annually by the employee's supervisor based upon an analysis of factors such as:

- the campus at which the majority of the faculty member's face-to-face credit hour instruction is currently conducted, including a reasonable analysis of classes which may involve teaching on the distance learning system and teaching overloads;
- In the event of a reassignment of base point, whether a reassignment of base point was based primarily upon the needs of the College or upon the needs of the faculty member. For example, this may include the needs of the College for academic expertise at a specific campus, the desire of the faculty member to teach specific subject matter, or the need to shift the base point to provide the faculty member a full-time teaching schedule.
  The recommendation of the supervisor for establishing base point will be subject to review by the supervising Vice President and/or the President of the College. Multiple base points are not allowed.

Commuting Mileage:

Commuting mileage is defined as round-trip mileage traveled routinely by the employee between his residence and base point. Mileage and other commuting costs incurred during commuting status are considered a personal expense and are not reimbursable.

Calculation of Approved Mileage:

Mileage will be calculated based on the lesser of the following:

- the distance traveled from the base point to the approved location(s) based upon actual distance traveled or;
- from the employee's residence to a point other than their base point, less the employee's normal commuting miles.

Reimbursable Mileage

Following are examples of allowable reimbursable mileage and reimbursement procedures.

1. College employees departing from a base point to conduct College business at another campus or off-site location will be reimbursed according to the calculation of approved mileage. Examples of covered College business include teaching at a campus other than the employee's base point, attendance at a meeting at another College site, supervising students at an off-campus site, or other College business such as making bank deposits. Reimbursement is not allowable for travel to any campus by instructional personnel for the sole purpose of holding office hours. Administrative duties necessary to perform an employee's job should be completed at the campus when the employee is scheduled to be at that campus for other purposes.
2. Distances for travel between the College campuses have been established. Distances to establish commuting mileage for employees will be established annually and/or when an employee's residence changes.
3. Employees may not authorize their own expense reimbursements. Mileage reimbursement forms must be approved by the supervisor. Mileage reimbursement forms must be submitted on a monthly basis.
4. Supervisors approving the mileage reimbursement request form should use discretion in determining whether the travel expense was necessary. Supervisors may limit the reimbursement if they determine that the expense was not a reimbursable trip. Decisions of supervisors in approving mileage reimbursement requests may be subject to review by the appropriate Vice President and/or President to insure consistent application throughout all departments.
5. Reimbursement for non-local travel is limited to the transportation expenses to and from the event using the most cost-effective means reasonably available.
6. Reimbursement for part-time employees will be considered individually and will require the approval of the supervisor and the President.

Approved Use of College Vehicle

Following are the general guidelines for the use of a vehicle owned by the College.

1. Upon request, College vehicles may be used by employees for business purposes when a vehicle is available. The use of the vehicle must be limited exclusively to College related business activities.
2. Employees must schedule travel with the transportation office at each campus as far in advance as possible.
3. When multiple persons are scheduled to attend the same College approved event (meeting, seminar, convention) and can be accommodated in one vehicle, only one College vehicle may be utilized or one personal vehicle be reimbursed. Minor schedule conflicts among attendees should be resolved, if possible. Mileage reimbursement requests relating to the use of multiple vehicles when reasonably unnecessary will be subject to review prior to approval.

4. Normally, College vehicles used for approved travel should be returned to the appropriate campus immediately upon completion of the College related business activity. Please refer to policy guidelines for the procedures for implementing exceptions.
5. Although the stated intent of this policy to is to provide reimbursement to full-time employees for reasonable transportation expenses for required College business, use of a College vehicle by part-time employees also may be approved and reimbursement to part-time employees for use of a personal vehicle for required College business may be provided. Such use or reimbursement will be considered individually and will require the approval of the employee's supervisor. Supervisory approval may be subject to review by the President to provide uniformity and consistency in application.

Procedural Guidelines for Mileage Reimbursement Policy

1. The reimbursement rate for each academic year will be determined annually by the Finance Department.
2. In certain instances it may be to the benefit of the College and the employee to have an employee retain or maintain overnight possession of a College vehicle at home. Generally, these instances would involve planned next day travel to a destination in the same general direction as the employee's home such that the employee would not be passing in the vicinity of the College from his or her home to the destination and significant additional mileage would not be added to the use of the College vehicle. In such instances, for vehicles located at the Cumberland Campus, prior approval by the Director of Transportation must be obtained. For vehicles located at the Bedford County Campus, prior approval by the Bedford County Campus Manager must be obtained. For vehicles located at the Somerset County Campus, prior approval by the Director of the Somerset County Campus must be obtained. In all circumstances, the use of a College vehicle must be limited exclusively to College related business.*

* In instances when use of a College vehicle for College related business necessarily results in the vehicle being used, in part, for employee commuting purposes, the value of such use will be included in the employee's income in accordance with Internal Revenue Service guidelines.