



Mileage Reimbursement Guidelines

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.

Parking and bridge tolls should be included with the mileage reimbursement request. However, if your normal commute to/from your main office includes crossing a bridge, the toll is not reimbursable since it is considered a normal commute expense. Receipts for parking and tolls should be obtained whenever possible. If an employee wishes to use FasTrack for paying bridge tolls, it is up to the employee to obtain a FasTrack toll tag and account. The University will not pay for an employee to have a FasTrack account. For reimbursement of bridge tolls in which an employee's FasTrack toll tag has been used, the employee must print out the day's activity from their FasTrack account and submit it with the mileage reimbursement request. Please refer to the NDNU Domestic Travel & Travel Expense Reimbursement Policy regarding airport parking.

Mileage reimbursement requests must be submitted weekly to Accounts Payable. The approved mileage reimbursement request for the week must be submitted to Accounts Payable by the end of the day on the Friday for payment on the following Thursday. In special circumstances, Accounts Payable will accept the mileage reimbursement request by noon on the following Monday as long as Accounts Payable has been notified of the delay.

Reimbursement for the use of a personal vehicle in lieu of air carrier is limited to the lesser of the cost of coach airfare plus related expenses or the mileage reimbursement amount. 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. If the Traveler chooses to drive to the business purpose destination and an overnight stay is necessary en route to and from the destination, the cost of the hotel stay will not be reimbursed as this expense would not have been necessary had the Traveler chosen to fly.

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GENERAL GUIDELINES

- “Normal” workdays will be considered Monday through Friday
Note: 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 on a normal workday.
- 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 5, 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 1500 Ralston Avenue, Belmont, CA 94002, except for employees whose main office is one of the following locations:
 - Sobrato Building – 350 Twin Dolphin Dr., Redwood City, CA 94065
 - Tracy Office – 902 Central Avenue, Tracy, CA 95376
 - Tracy Transit Center – 50 E. 6th, Tracy, CA 95376
- Parking and tolls should also be included on the NDNU Mileage Expense form. A receipt should be obtained whenever possible. Please refer to the NDNU Domestic Travel & Travel Expense Reimbursement Policy regarding airport parking.
Note: If your normal commute includes paying a toll to cross a bridge, the toll will not be reimbursable.
- Employees must obtain the driving directions from Mapquest, Google Maps or other similar route planner for *actual* business miles driven and submit it with the NDNU Mileage Expense form.
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.

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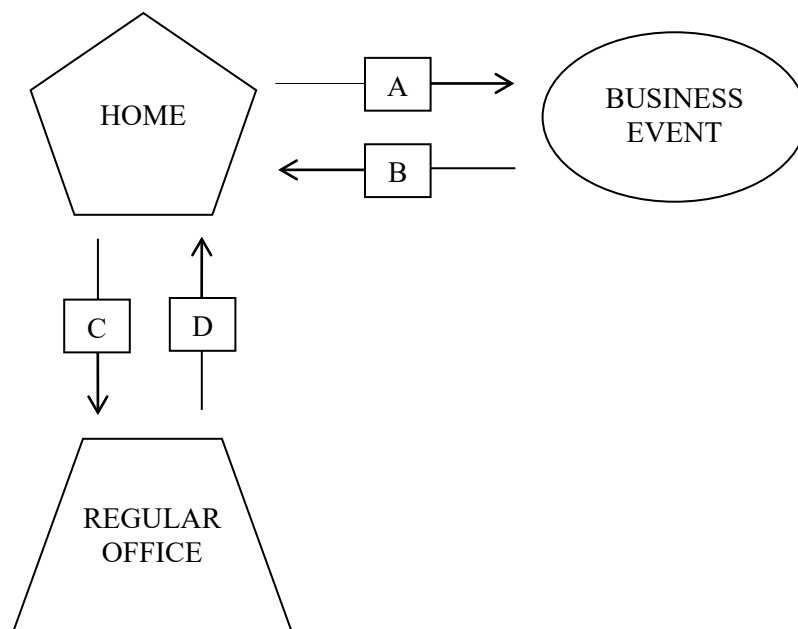
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SCENARIOS

The following examples are not an exhaustive list. Rather, these are the most frequent scenarios to help guide you in calculating your mileage reimbursement. Please contact Accounts Payable for assistance with calculating unique scenarios.

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

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

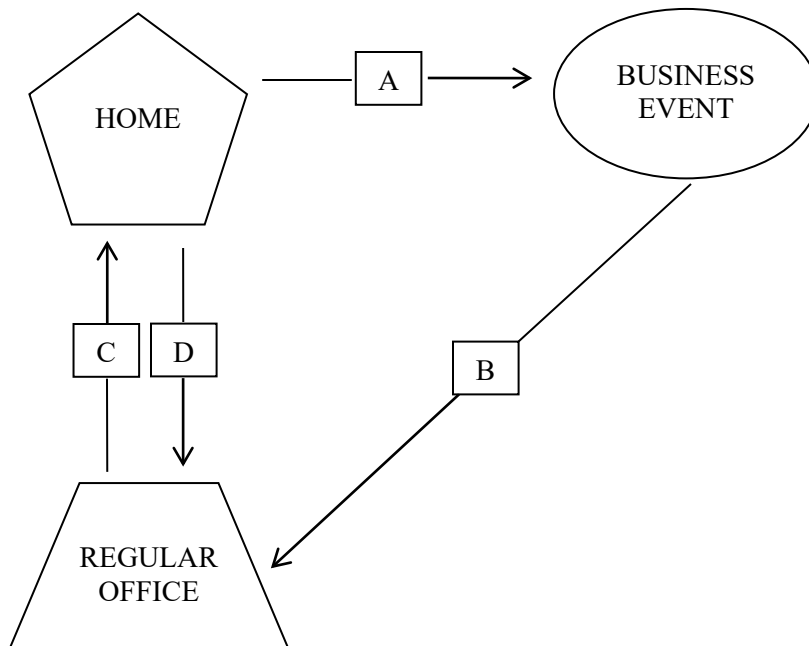


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Scenario 2: Employee leaves from home on a normal workday, attends an off-campus business event, returns to office to complete work day. *Note: This is the scenario that applies to Full Time Faculty who are scheduled to teach at an off-campus location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

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

Mileage Calculation = A + B – (C + D)



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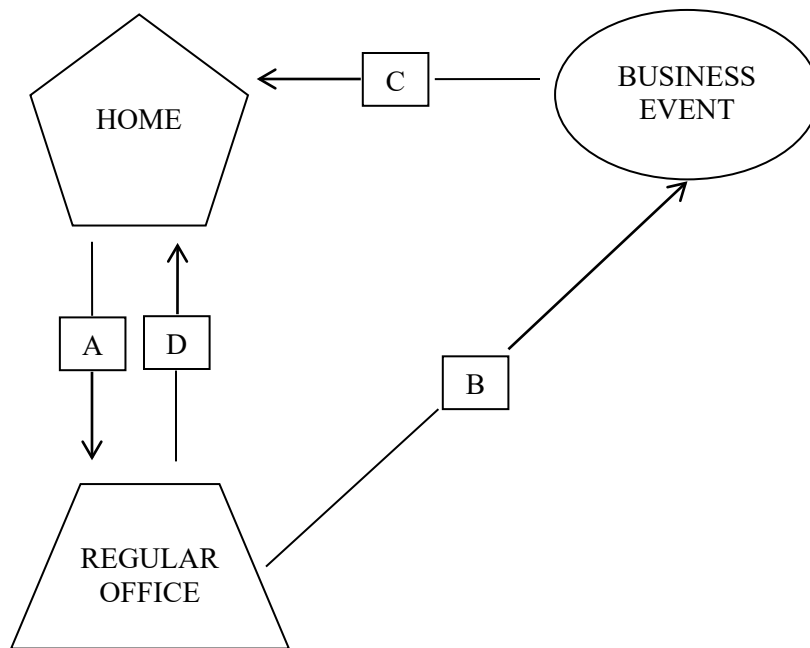
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Scenario 3: Employee goes to their main office on a normal workday, leaves mid-way through the workday to attend an off-campus business event, and goes directly home from the event.

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.

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

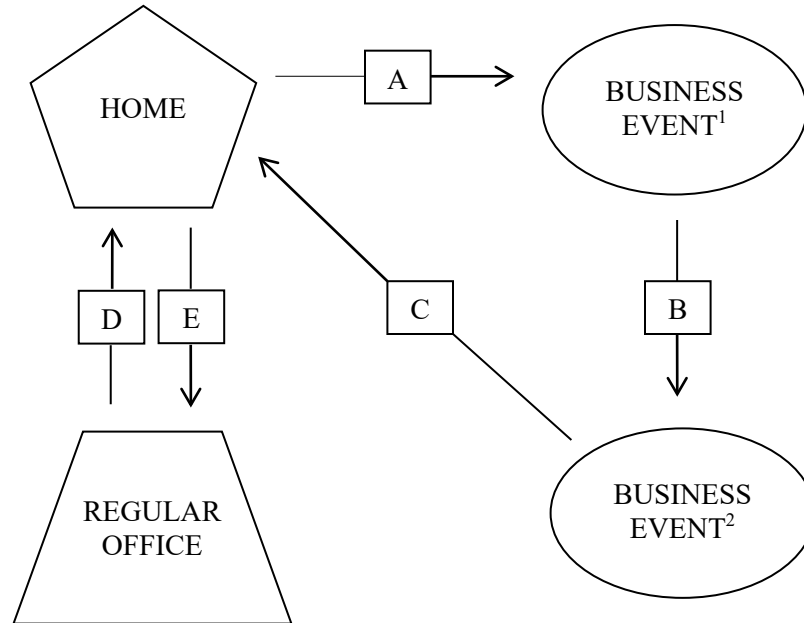
Mileage Calculation = B + C – (A + D)



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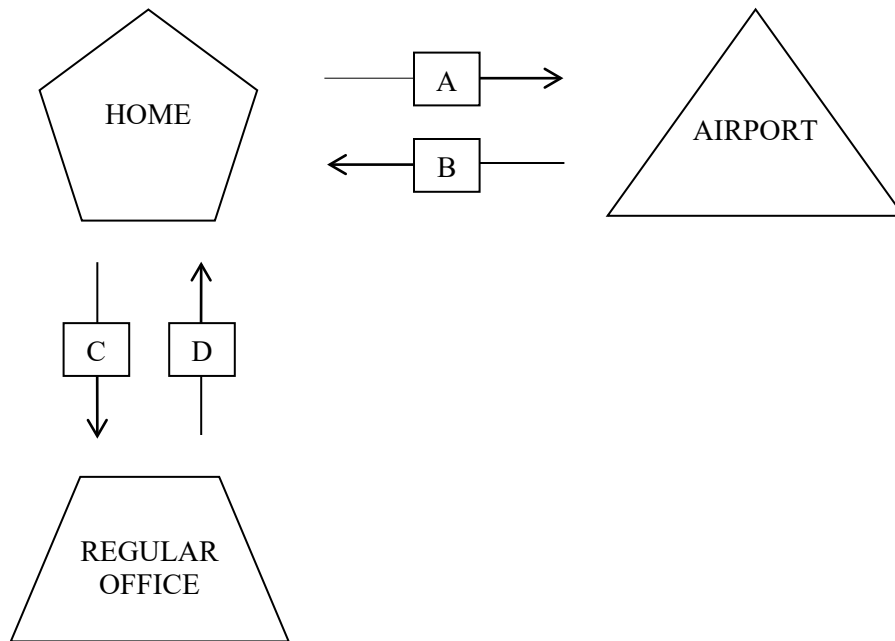
Scenario 4: Employee leaves from home on a normal workday, attends an off-campus business-related event in the morning, attends a second off-campus business-related event in the afternoon, and then returns directly home at the end of the day.

Mileage Calculation = A + B + C – (D + E)



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Scenario 5: 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; Return: B - D

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

Mileage calculation = Departure: A; Return: B - D

C. If departed and returned on weekend days:

Mileage calculation = Departure: A; Return: B