UNIVERSITY OF MINNESOTA EXTENSION POLICY

Business (Local) Mileage Reimbursement

This policy was reviewed and approved by the University of Minnesota Controller's Office on December 15, 2015. Policy implemented on January 1, 2016.

Policy Statement

Travelers are responsible to ensure travel expenses are for valid University “business-related” purposes; are in accordance with University and Extension policies and procedures; and are a prudent use of public funds. Extension employees traveling on University business are expected to choose the least costly method of transportation that meets the traveler’s scheduling and business needs. All expenses must be substantiated and documented.

(http://www政策.umn.edu/Policies/Finance/Travel/TRAVEL.html)

Extension employees are expected to maintain a regular presence at their designated work location which is defined as their “normal place of work.” Most employees have one designated office. The office location is identified in employment offer letters, which all employees sign upon hiring. Any changes to an employee’s designated work location must be approved by the supervisor, associate dean and dean.

Extension will reimburse for actual business miles. Extension and the University do not reimburse “normal commute” mileage. “Normal commute” is defined by University travel policy as mileage from home to the office and home again. Direct trips between the employee's residence and their designated work location are considered commuting miles and are not reimbursable.

Occasionally, there are circumstances in which an employee may find it advantageous to travel from home directly to their scheduled business meeting or event and not go to their designated work location before or after the business meeting, especially when the location is in a different direction than the office. When an employee travels directly from their home for business purposes outside of their normal commute, the travel is reimbursable.

Employees may be scheduled to attend a meeting or event at the designated work location outside of normal work hours. In those instances, the miles to and from home are reimbursable.

To be reimbursed Extension employees must submit:

• University travel reimbursement form
• Extension Mileage Log showing date, from, to, purpose of trip, and miles of trip

All reimbursement requests must be submitted within 60 days of travel.
Other requirements for travel reimbursement

Calendar
Extension employees must maintain a public work calendar with posted meetings, events and travel schedules. Employee work calendars must be visible to the supervisor, support staff and regional director (if in a regional office.) Calendars should also be visible to appropriate work team members.

Telecommuting Arrangements
All telecommuting arrangements must be documented and approved according to University policy. Arrangements must be approved and signed by the supervisor, associate dean and Extension dean. Approved arrangements must be filed with Extension Human Resources and reviewed annually.

Flexible Work Arrangements
All flexible work arrangements must be documented and approved according to University policy. Arrangements must be approved and signed by the supervisor, with copies kept in supervisor files. Arrangements should be reviewed annually.

Leasing University and non-University Vehicles
Leasing and reimbursement must follow University policy. Use of long-term leased vehicles must be approved by supervisor.

Employees with two designated work locations
Some local county educators have designated offices in two counties. These local educators will be reimbursed for travel within the county from the office location for that county. For travel to locations outside of the county, the educator will be reimbursed from the closest office location. If the educator leaves from home rather than the office, the actual miles are paid as long as it follows the principles outlined in the remainder of this document.

Additional Resources

Mileage Reimbursement

University Travel Policy
http://policy.umn.edu/finance/travel

Mileage Reimbursement Log
http://myextension.umn.edu/finance-planning/manage-program-finances/finance-and-planning-forms

Using Vehicles for University Business
http://policy.umn.edu/finance/vehicles
Renting or Leasing a Vehicle for University Business
http://policy.umn.edu/finance/vehicles-proc01

Flexible Work and Telecommuting Arrangements
https://myextension.umn.edu/human-resources/policies-procedures/workplace-rules-and-guidelines/flexible-work-arrangements

MILEAGE REIMBURSEMENT EXAMPLES

Example 1: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event, and returns to the office after the event.
Mileage Reimbursed: B+C

Example 2: Employee leaves from home on a normal workday, goes directly to a one-day off-site business event and returns directly home after the event.
Mileage Reimbursed: A + B
**Example 3**: Employee leaves from home on a normal workday, goes directly to an off-site business event, returns to the office to complete the workday and then travels home.

*Mileage Reimbursed*: A + B

![Diagram Example 3]

**Example 4**: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event and goes directly home from the event.

*Mileage Reimbursed*: B + C

![Diagram Example 4]

**Example 5**: Employee leaves from home on a non-workday, goes directly to an off-site business event and returns home after the event.

*Mileage Reimbursed*: A + B

![Diagram Example 5]
**Example 6:** Employee leaves from home on a non-workday, goes directly to the designated work location for a scheduled meeting or event and returns home after the event. 

**Mileage Reimbursed:** $A + B$

```
Home  ----> A ----> Office
        |     |     |
        B
```

**TRAVEL MILEAGE**

Employees may request reimbursement for mileage to/from the airport for travel that requires an overnight stay based on when and where the employee’s travel status begins and ends.

**Example 7** Employee leaves from the office to go to the airport. After the trip, the employee returns home from the airport. **Mileage Reimbursed:** $A + B$

```
Office  ----> A ----> Airport
         |     |
         B     |
Home    ----> B
```

**Example 8:** Employee leaves from home to go to the airport. After the trip, the employee returns home from the airport. **Mileage Reimbursed:** $A + B$

```
Home  ----> A ----> Airport
         |     |
         B     |
```

**Example 9:** Someone drops off employee at the airport and returns home. Someone picks up employee at the airport and returns home. **Mileage Reimbursed:** $(A + B) + (A + B)$

```
Home  ----> A ----> Airport
         |     |
         B     |
```

```
Home  ----> A ----> Airport
         |     |
         B     |
```

```
Home  ----> A ----> Airport
         |     |
         B     |
```