

UNIVERSITY OF WASHINGTON, BOTHELL POLICIES AND PROCEDURES MANUAL

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AUTO TRAVEL: PERSONAL, RENTAL, MOTORPOOL

4.4

REV 05/05

Finance and Administration

425.352.5235

PERSONAL AUTO TRAVEL

OVERVIEW

If you drive your own car to a remote location on University business, you are reimbursed the [applicable rate](#) for each mile driven.

POLICY

Not all mileage is reimbursable. Mileage from your official residence to your official duty station (“home” to “work”) on a normal business day is not considered travel status and thus is not reimbursable. Working at your official duty station during hours or days you are not normally scheduled to work is also ineligible for reimbursement. However, if you are assigned to work at more than one location you may be reimbursed for the local miles between the stations.

Example: You normally work at the Bothell campus but have a meeting on the Seattle campus from 3pm to 4:30pm. You are eligible to be reimbursed for the round-trip mileage from UWB to the Seattle campus.

If, in the above example, you go directly home after the meeting (you do not return to UWB) you are eligible for the mileage from UWB to the Seattle campus, and then for the trip home you are eligible for the mileage from the Seattle campus to your residence less the distance between UWB and your residence.

Example: You commute 10 miles each way to UWB on a normal work day. You have a training class on the Seattle campus. You drive from UWB to the Seattle Campus, which is 18 miles and is claimable. You attend your class and then go directly home. It is 25 miles from the Seattle campus to home. You are therefore eligible to be reimbursed for the 25 miles home **less** the amount of your normal commute, which is 10 miles. You therefore are reimbursed 15 miles for the drive home.

If you enter travel status on a day you are regularly scheduled to work you may claim mileage for the distance between your official duty station and the airport. For example, 29 miles one way is allowed if your official duty station is the

Bothell campus. If a third party drives you to or from the airport on a regularly scheduled work day, you may be reimbursed the round trip mileage between your official duty station and the airport. For example, 58 miles round trip is allowed if your official duty station is the Bothell campus.

If you enter travel status on a weekend or a holiday you may be reimbursed for mileage between your official residence and the airport.

PROCEDURES

If you drive your own car on University business, you are reimbursed the applicable rate for each mile driven. There are two types of University business mileage:

- point-to-point mileage – origin to destination
- vicinity mileage – driving within your destination, such as trips from your hotel to your temporary duty station.

To calculate point-to-point mileage, use [Mapquest](#) or the [car mileage and rates](#) table. If the shortest route to your destination involves taking the ferry, you must calculate mileage in two parts: your origin to the ferry departure point and the ferry arrival point to your destination. If you choose to drive your own car when flying is an option, you will be reimbursed for each mile driven up to the amount of the [state contract airfare](#). If there is no contract fare but there is air service, then you will be reimbursed for each mile driven up to the amount of the lowest available coach fare, as evidenced by a written quote, for the same trip.

Use your car's odometer to keep track of vicinity mileage. For vicinity mileage you must include a mileage log with full odometer readings – trip odometer readings are not acceptable – when you turn in your Travel Expense Voucher ([TEV](#)) for your travel reimbursement.

Mileage and miscellaneous fees such as parking and ferry tolls can be reimbursed from petty cash as long as the total does not exceed \$200.00. Attach original receipts to a [Petty Cash Voucher](#) form and send to Finance & Administration, UWB Box 358525. The [Travel Expense Voucher](#) must be completed, signed by you and the appropriate Program Director or Vice Chancellor and submitted with your [Petty Cash Voucher](#).

FORM

Travel Expense Voucher (TEV):

<http://www.washington.edu/admin/travel/forms.html>



ADDITIONAL INFORMATION

Internal Revenue Service Standard Mileage Rates:

<http://www.irs.gov/newsroom/article/0,,id=131232,00.html>

UW Personal Car Travel Policy:

<http://www.washington.edu/admin/travel/cars.html#personal.car>

CONTACT INFORMATION

[F&A Travel Coordinator](#) – 425-352-5235