Daily Mileage and Vehicle Expense Procedures

Daily mileage, parking, tolls, or similar vehicle related expenses may be reimbursed for employees who use their personal vehicles for State business. These reimbursements are made when employees are not in overnight travel status.

Business miles will be reimbursed using the same rates as outlined in the State Budget Manual.

- A round trip, from your normal duty station and back, less than 100 total miles will be reimbursed at the standard IRS rate of $0.545 per mile.
- A round trip, from your normal duty station and back, greater than 100 total miles will be reimbursed at the approved OSBM rate of $0.33 per mile.

There are 2 approved methods to claim reimbursements paid by Appalachian State University.

1. A Direct Payment form may be submitted that describes the business purpose of the trip, the destination, miles driven, and the applicable rate to be reimbursed with a map attached (Google Maps, MapQuest, etc.)
2. A Direct Payment form may be submitted with a Business Mileage and Expense log attached.

Reimbursement requests for the business mileage and expenses are considered business expenses under the University’s Accountable Plan and must be submitted to your department for approval within 60 days after the date the mileage and expenses are incurred. Requests submitted late may be processed, if approved, through Payroll in accordance with Federal tax regulations. **It is important to document the date that you submit your expense reports to your department.**

Employees should check with their respective Business Offices to determine if their department requires other authorizations or procedures in addition to what is required by the University Controller’s Office.

**Several examples of acceptable documentation are provided on the following pages to offer general guidance.**
Sample Direct Pay form with Google map attached

Provide as much detail as possible to establish a State business purpose for the trip. This should document at least the destination, purpose, and date of the trip.

Document the submission date to your department in the locations indicated.

Maps should be attached to support each leg or portion of the trip.
Make sure to document your starting location as your duty station. Use ASU or Office to notate your normal duty station.