

COMMUNITY COLLEGE OF DENVER

Title: Mileage Reimbursement

Guideline #: FS – 16

Effective Date: November 14, 2014
July 13, 2015
July 1, 2016
August 9, 2017

References: FS-5 – Travel-Employee
FS-6 – Travel-Student-Chaperone
FS-7 – Travel-Non-Employee
State Fiscal Rules

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To establish and provide clear direction for completion and approval of mileage reimbursements when an employee, student or other individual uses his/her personal vehicle while on approved official Community College of Denver (College) business.

2. APPLICABILITY

These guidelines apply to any individual authorized to travel on behalf of the College who intends to claim reimbursement for miles driven using their personal vehicle.

3. DEFINITIONS

- a. Mileage Rate – Colorado Revised Statute § 24-9-104(2) establishes the mileage rate to be used for reimbursement for official College travel.
- b. Normal Commute – Travel from one’s residence to their regular work location and back.
- c. Regular Work Location – The primary College campus where the employee works or the primary location where a student takes a majority of their classes.
- d. Residence – The location where the employee, student or other authorized traveler maintains his/her family home.
- e. Temporary Work Location – A location different from the employee’s regular work location where employment is expected to last, and does last, for one year or less.

4. GUIDELINES

- a. Allowable Miles
 - i. Actual Miles or Miles Greater than Normal Commute
 - 1. Travel to a Temporary Work Location
 - a. Employees will be reimbursed to the extent the number of miles between the employee’s residence and their temporary work location exceeds their normal commute.

2. Travel During the Work Day
 - a. Employees will be reimbursed 100% for mileage for official College business during the work day that is not a part of their normal commute (does not start or end at the employee's residence).

ii. Actual Miles for Travel to and from Airport

1. Travel on a Week Day
 - a. Travelers will be reimbursed for the number of miles between the traveler's residence and the airport that exceeds their normal commute when the travel is directly to and/or from their residence and the airport.
2. Travel During the Work Day
 - a. Travelers will be reimbursed 100% for mileage to and/or from the traveler's regular work location and the airport.
3. Travel on a Weekend
 - a. Travelers will be reimbursed 100% for mileage to and/or from the traveler's residence and the airport if the traveler does not normally work on the weekend.
4. Travel to conferences, meetings, training sessions or other business-related activities

- a. Travelers will be reimbursed for mileage to and from the activity and the regular work location or for the amount that exceeds their regular commute if from the residence to the activity.
- b. Required Documentation
 - i. Maps
 - 1. All requests for mileage reimbursement will include print outs of online directions with mileage showing the most economical route (i.e. Google Maps, MapQuest, Yahoo, etc.), as well as, mileage for the normal commute, if applicable.
 - ii. Business Purpose
 - 1. The name of the business, the business purpose for the travel, and the date should be noted on the mileage sheets.