State Reimbursement for Personal Vehicle Mileage
2/7/2017

Mileage Outside of Primary Community of Employment

North Dakota Office of Management and Budget (OMB) and NDSU policies do not allow reimbursement of an employee’s normal commuting expense which is travel from an employee’s residence to his/her primary office/work station. Some employees do not live in their primary community of employment and choose to travel directly to a temporary work location from their residence. In this situation, employees are eligible for personal vehicle mileage reimbursement to the temporary work location minus their normal commuting mileage. The following examples can be helpful in calculating allowable mileage reimbursement in these situations. Instructions about the documentation required are on page 3 of this document.

EXAMPLES

1) Employee leaves from home, goes to temporary work location then returns directly home:
   a. Normal commute – 10 miles one way
   b. Home to temporary work location – 25 miles one way
   c. Total distance traveled – 50 miles
   d. Total normal commute – 20 miles
   e. Reimbursable mileage – 30 miles
2) Employee leaves from home, goes to temporary work location then goes to primary office/work station:
   a. Normal commute – 10 miles one way
   b. Home to temporary work location – 25 miles
   c. Temporary work location to office – 20 miles
   d. Total normal commute – 10 miles
   e. Reimbursable mileage – 35 miles

3) Employee leaves from home, goes to temporary work location1, to temporary work location2 then returns directly home:
   a. Normal commute – 10 miles one way
   b. Home to temporary work location1 – 25 miles
   c. Temporary work location1 to temporary work location2 – 35 miles
   d. Temporary work location2 to home – 40 miles
   e. Total distance traveled – 100 miles
   f. Total normal commute – 20 miles
   g. Reimbursable mileage – 80 miles
4) Employee leaves from home, goes to temporary work location1, to temporary work location2 then goes to primary office/work station:
   a. Normal commute – 10 miles one way
   b. Home to temporary work location1 – 25 miles
   c. Temporary work location1 to temporary work location2 – 35 miles
   d. Temporary work location2 to office – 15 miles
   e. Total distance traveled – 75 miles
   f. Total normal commute – 10 miles
   g. Reimbursable mileage – 65 miles

REQUIRED DOCUMENTATION

Employees must provide supporting documentation that shows the miles driven between each point of travel for which they are requesting reimbursement as well as their normal commute mileage. Acceptable mileage documentation may be obtained through http://www.mapquest.com/ or http://maps.google.com/. Car odometer readings are not acceptable.

For example, in #4 above, an employee would need to attach to his/her expense voucher the following printed maps:
1) Home to primary office/work station
2) Home to temporary work location1
3) Temporary work location1 to temporary work location2
4) Temporary work location2 to primary office/work station

Inadequate or inaccurate documentation will result in the travel expense voucher being returned to the employee, delaying reimbursement.
**Mileage Within Primary Community of Employment (Vicinity Mileage)**

Vicinity travel is travel in and around an employee’s primary community of employment. The vicinity for employees with an office in Fargo includes Fargo, West Fargo and Moorhead.

Vicinity travel must be itemized on either the NDSU travel expense voucher or an attached travel log. The itemization must include the date, points covered by travel, business purpose and mileage between stops.

The following is an example of one-day’s entry on a travel log for an employee whose primary office is on the NDSU campus. Along with the standard information, “Fargo vicinity – see log” would be entered in the Points Covered by Travel column of the NDSU travel expense voucher, and this log would be attached to the expense voucher.

<table>
<thead>
<tr>
<th>Date</th>
<th>Points Covered</th>
<th>Business Purpose</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/16</td>
<td>NDSU - Hornbachers Northport</td>
<td>Purchase Vegetables for presentation</td>
<td>3</td>
</tr>
<tr>
<td>12/12/16</td>
<td>Hornbachers Northport - Washington Elementary</td>
<td>Presentation to 3rd Graders</td>
<td>1</td>
</tr>
<tr>
<td>12/12/16</td>
<td>Washington Elementary - Kennedy Elementary</td>
<td>Presentation to 4th Graders</td>
<td>6</td>
</tr>
<tr>
<td>12/12/16</td>
<td>Kennedy Elementary - NDSU</td>
<td>Return to Office</td>
<td>5</td>
</tr>
</tbody>
</table>

If an employee starts or ends vicinity travel from his/her residence, that mileage will not be reimbursed because it is considered normal commute to work.

<table>
<thead>
<tr>
<th>Date</th>
<th>Points Covered</th>
<th>Business Purpose</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12/16</td>
<td>Home - Hornbachers Northport</td>
<td>Purchase Vegetables for presentation</td>
<td>0</td>
</tr>
<tr>
<td>12/12/16</td>
<td>Hornbachers Northport - Washington Elementary</td>
<td>Presentation to 3rd Graders</td>
<td>1</td>
</tr>
<tr>
<td>12/12/16</td>
<td>Washington Elementary - Kennedy Elementary</td>
<td>Presentation to 4th Graders</td>
<td>6</td>
</tr>
<tr>
<td>12/12/16</td>
<td>Kennedy Elementary - Home</td>
<td>N/A</td>
<td>0</td>
</tr>
</tbody>
</table>

A similar log should be maintained when a personal vehicle is used for activities such as field/pest scouting, with field plot coordinates entered as points covered by travel.