Introduction and Purpose
This policy provides the reimbursement rates for travel in a personal vehicle. This policy applies to College employees, Volunteers, ASGFCMSU members and others traveling on behalf of the college, henceforth referred to as College Driver.

Policy
The guidelines related to travel reimbursement are authorized by Section 2-18-503, MCA and are made in conjunction with the official guidelines of the Internal Revenue Service (IRS).

When a College Driver is authorized to travel by motor vehicle and chooses to use a privately owned motor vehicle even though a College-owned or rental vehicle is available, the officer or employee may be reimbursed only at the rate of 48.15% of the mileage rate allowed by the United States Internal Revenue Service for the current year.

When a privately owned motor vehicle is used because a College-owned or rental vehicle is not available or because the use is in the best interest of the College, then a rate equal to the mileage allotment allowed by the United States internal revenue service for the current year must be paid for the first 1,000 miles and 3 cents less per mile for all additional miles traveled within a given calendar month.

All mileage reimbursement requests must be accompanied by a Personal Vehicle Use Authorization Form.

In addition to the above stated rates pertaining to travel reimbursement, reimbursement rates for mileage related to medical or moving expenses will match the rate allowed by the United States Internal Revenue Service.

Related Manuals/Forms
Personal Vehicle Use Form
Section 2-18-503, MCA