

Official Policy Template

The State University of New York at Fredonia (Fredonia) has established a standard policy document and review process to achieve consistency, appropriateness, and ease of understanding of, ease of access to, and compliance with university policies. The university charges the Policy Advisory Group with the responsibility to manage this standard document and process and related systems, and to assist others to engage them effectively.

The official record of a university policy is presented in a standard format or “template” to facilitate consistency, clarity, and conciseness.

The document template carries the “Policy Title”, “Policy #”, “Reason for Policy”, "Policy Statement", “Related Documents, Forms and Tools, if any”, “Website Address for this Policy”, and “Authority for Policy.”

Official policy documents carry the seal of the university on the first page.

Appendices to the Official Policy include:

- Definitions
- Contacts

PERSONAL MILEAGE REIMBURSEMENT

POLICY #: 022

I. REASON FOR POLICY

To bring Fredonia's travel reimbursements in-line with OSC and GSA travel guidelines.

The OSC's Travel Guideline states, a University vehicle should always be considered when the use of an automobile is required. A personally owned vehicle (POV) may be used for State business purposes when common carrier or a University vehicle is not available or cost effective.

II. POLICY STATEMENT

When planning a trip for state business, traveler must complete the University Vehicle Request Form and submit it to Facilities Services. The form will be returned to the driver indicating the availability of a University vehicle.

If a University vehicle is available and utilized, no mileage reimbursement is necessary.

If a University vehicle is not available and a POV was utilized, the current "standard" General Services Administration (GSA) POV Rate will be reimbursed to the traveler.

If a University vehicle is available, but the traveler chooses to use their POV, reimbursement will be at the current "lower" (GSA) POV Rate.

Anytime a POV is utilized and the traveler is requesting the "standard" GSA POV Rate for mileage reimbursement, the University Vehicle Request Form must be submitted with the Travel Authorization or the Travel Voucher. If the traveler simply chooses to use their POV and requests the "government-furnished automobile available" GSA POV Rate, no justification is needed.

Facilities Services will not confirm the availability of a University vehicle *after* a trip event has occurred. The traveler MUST submit a completed University Vehicle Request Form to Facilities Services prior to the trip event.

III. RELATED DOCUMENTS, FORMS AND TOOLS, IF ANY

OSC's Travel Guideline <http://osc.state.ny.us/agencies/travel/manual.pdf>

GSA's Mileage Rate <http://www.gsa.gov/portal/content/100715>

IV. WEBSITE ADDRESS FOR THIS POLICY

<http://www.fredonia.edu/admin/accounting/TravelPolicy.asp>

<http://www.fredonia.edu/policy/>

V. AUTHORITY FOR POLICY

The Director of University Accounting

PERSONAL MILEAGE REIMBURSEMENT

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DEFINITIONS

These definitions apply to terms as they are used in this policy.

Term	Definition
OSC	New York State Office of State Comptroller
GSA	U. S. General Services Administration
POV	Privately Owned Vehicle
“Standard”	On the GSA webpage, under Mode of Transportation this is the category “If use of privately owned automobile is authorized or no government-furnished automobile is available.”
“Lower”	On the GSA webpage, under Mode of Transportation this is the category “Government-furnished automobile available.”
Rate	On the GSA webpage, the POV mileage “rate” reimbursed takes effect on the “Effective/Applicability Date.”

**PERSONAL MILEAGE REIMBURSEMENT
POLICY #: 022**

CONTACTS

Please direct general questions regarding this policy to the PAG. If you have specific issues, contact the following office(s):

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	Sandra Noble	Ext. 3467	Accounting.Office@fredonia.edu www.fredonia.edu/admin/accounting/

