



LOCAL BUSINESS MILEAGE REIMBURSEMENT PROCEDURE

**Prepared by
Controller's Office**

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College of Southern Nevada Local Business Mileage Reimbursement Procedure

I. PURPOSE

The purpose of this procedure is to establish standardized guidelines for the reimbursement of the personal vehicle local business mileage expenses.

II. PROCEDURE

- A. Mileage reimbursement will not be provided for travel between an employee's residence and assigned workplace, personal errands, or deviations from the approved travel route.
- B. Mileage reimbursement is for CSN employees who use personal vehicles for approved and necessary official business activities.
 - 1. Actual mileage between CSN locations (campuses and sites.)
 - 2. Actual mileage between CSN and other valid documented business destinations.
 - 3. Mileage expenses to/from the airport must be preapproved on a Spend Authorization for travel.
- C. The allowable mileage reimbursement rates for the use of personal vehicles in the conduct of State business are determined by the State of Nevada Governor's Finance Office, which aligns with IRS guidelines.
- D. Mileage Reimbursement depends on employer convenience vs employee convenience.
 - 1. Employer convenience is reimbursable at 100% of the approved mileage rate.
 - 2. Employer convenience occurs when personal vehicle use is in the best interest of CSN and no other transportation option is available.
 - 3. Employee convenience is reimbursable at 50% of the approved mileage rate.
 - 4. Employee convenience happens when a state vehicle is available or the use of a personal vehicle is a personal preference.
- E. Mileage reimbursement must be submitted with an Expense Report in Workday.
<https://workdaydocs.nshe.nevada.edu/knowledge-base/create-expense-report/>
 - 1. Mileage reimbursements do not require a Spend Authorization with the exception of mileage to and from the airport. Reference B.3 above.
 - 2. Multiple trips may be combined on one Expense Report.
 - 3. Mileage claims for May and June should not be held and should not cross over to the new fiscal year. Refer to the year-end cut off memo from the

Office of the Vice President of Finance and Administration for the deadline for all expense reports including mileage claims.

- F. Mileage reimbursement will be calculated based on the shortest and most direct route between locations. Documentation must include date of travel, business purpose, origin and destination, total miles traveled, and maps.
 - 1. Maps submitted should come from a reputable source such as Google Maps or Bing Maps.
 - 2. Map Documentation is not required if mileage is listed on the approved CSN Mileage Distance Chart located on the CSN – Accounts Payable & Travel Accounting website.
<https://www.csn.edu/csn-accounts-payable-and-travel-accounting>
- G. If more than one employee travels in a personal vehicle on college business, only one employee is entitled to mileage reimbursement.
- H. Gas Receipt Reimbursement: The College does not reimburse employees on gas receipts for personal car usage. The employee will be reimbursed based on the standard mileage reimbursement rates.
- I. Employees using personal vehicles for CSN business are responsible for maintaining a valid driver's license and personal automobile insurance.
 - 1. The employee's personal insurance serves as the primary coverage in the event of an accident.
 - 2. CSN assumes no responsibility beyond applicable state liability provisions.
- J. Failure to comply with this procedure may result in
 - 1. Amounts claimed to be altered to align with guidelines.
 - 2. Denial of reimbursement.

III. REFERENCE LINKS

GSA Privately Owned Vehicle

https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement?gsaredirect=mileage&_gl=1%2A1mzw10q%2A_ga%2AMjE0NzM4OTk3Ny4xNzY5MjA5NTQ3%2A_ga_HBYXWFP794%2AczE3NzM4NTkyMjkkbzMxJGcxJHQxNzczODU5MjUwJGozOSRsMCRoMA..

Procedure and Guidelines Manual Chapter 5, Section 11:

<https://nshe.nevada.edu/wpcontent/uploads/file/BoardOfRegents/PGManual/chapters//Chapter%2005%20%20Fiscal%20Procedures.pdf>

State Administrative Manual

<https://budget.nv.gov/uploadedfiles/budgetnvgov/content/IAudits/Forms/StateAdministrativeManual.pdf>

CSN Travel Policy

<https://www.csn.edu/csn-accounts-payable-and-travel-accounting>