



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT

TRAVEL

SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

Mileage reimbursement may be claimed and allowed for only one of the employees, subject to the following provisions:

- a. If more than four employees attend such meetings or conferences in more than one car, full mileage will be allowed for:
  - 1) One car per each four employees, and
  - 2) For any other cars with a fraction in excess of a multiple of four employees.
- b. If, in any instance, it is not feasible for these two, three or four employees to travel in the same car, then **prior written approval of the President or his/her designee must be secured.** This written approval will be considered authorization and the basis for travel reimbursement for each person so authorized to use his/her personal car for the official travel. This written approval must be attached to each claimant's Travel Voucher form.

**B. Out-of-State Travel**

The same reimbursement rate (\$.345 per mile), limitations, and restrictions for in-state travel apply to out-of-state travel in private automobiles.

Reimbursement for out-of-state travel will be determined as follows:

1. **Points Served by Airlines** - Employees who travel out-of-state by personal automobile receive mileage (\$.345) limited to the average coach airfare plus the reasonable expenses of transportation to the airport and the parking expense the employee would have incurred at the airport except where the cost of mileage is less.

Employees who transport additional employees out-of-state may include the average coach airfare of each employee when comparing mileage to the average coach airfare. The claim is limited to the cost of the mileage.

2. **Points Not Served by Airlines** - Employees who travel by personal automobile to duty points, not served by air, receive mileage (\$.345) limited to the average coach airfare to the nearest city serviced by air, mileage from the