



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

TRAVEL

SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

nearest city to the duty point 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.

Allowable expenses for the owner of the vehicle are determined by use of an airline schedule (plus mileage to the nearest airport from points not covered by commercial airlines) had the employee chosen to travel by air.

C. Computing Expenses

When computing expenses for out-of-state travel, the employee may use the flight schedule for any regularly scheduled commercial airline flight on the date prior to the date he/she needs to be at the out-of-state destination. The employee may also use the flight schedule for any regularly scheduled commercial airline which has flights returning from the out-of-state destination on the day following the completion of official University business. Travel Vouchers (see Exhibit B2) should be supported with schedule data provided by an airline or its authorized representative.

The actual mode of transportation and travel time must be shown on the Travel Voucher, and the claim for reimbursement may be made for any amount of expenses up to the maximum allowed by law.