



STATE CONTROLLER'S BULLETIN

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Bulletin #FY06-15

SUBJECT: Amendment to the SAAM Manual:
Restrictions on reimbursement for privately-owned motor vehicle use 10.50.25

DATE: July 12, 2006
TO: All Departments and Agencies
FROM: Edward A. Karass, State Controller

Effective immediately, Section 10.50.25 has been amended to provide clarification on questions regarding mileage reimbursement policies for employees using privately owned vehicles. Attached is the amended section which is highlighted in red to assist you in determining the nature of the changes.

10.50.25 Restrictions on reimbursement for privately-owned motor vehicle use

10.50.25.a DEFINITIONS OF TERMS USED IN MILEAGE REIMBURSEMENT RULES:

Points of Travel

OR -- an employee's "official residence" (his or her home).

OS -- an employee's "official duty station" (the worksite to which the employee is normally assigned)

Note: For employees who are headquartered out of their homes, their OR and OS are one and the same.

TDS -- an employee's "temporary duty station" (a location where the employee is assigned to work on a temporary basis)

Types of trips

Round trip -- the employee travels from one point to another and returns to the first point. It involves no stops between the first and second point in either direction.

A triangle -- the employee travels between the OR, OS and TDS and back to the OR. An employee may also travel to the TDS before the OS, that is, from the OR to the TDS to the OS, and back to the OR.

A straight line -- the employee travels between two points and may make one or more stops along the way in one or both directions.

MILEAGE REIMBURSEMENT RULES:

Preface

A. When an employee travels between his OS and his OR in either direction without stopping at a TDS the employee's mileage is never reimbursable.

B. All miles are reimbursable when an employee travels between TDSs.
Round trips

Round Trips

1a. When an employee travels from an OS to a TDS and back to the OS, all miles are reimbursable.

1b. When an employee travels round trip directly between his OR and a TDS and back to his OR, he is reimbursed for the lesser of the round trip miles between his OR and the TDS or the round trip miles between his OS and the TDS.

Triangles

2a. When an employee travels as part of a triangle between his OR and a TDS, in either direction, he is reimbursed for the lesser of the miles from his OR to the TDS or from his OS to the TDS.

2b. When an employee travels as part of a triangle between a TDS and his OS, in either direction, all miles are reimbursable.

2c. If an employee travels between his OS and OR as one leg of a triangle, those miles are not reimbursable.

Straight Lines

3. If there is one or more TDS between an employee's OR and OS in a straight line, reimbursement is made in accordance with 2a and 2b of the triangle rules.

10.50.25.b

Working during hours or days that the employee is not normally scheduled to work does not entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official headquarters.

Example: An employee works 10 hour days Monday through Thursday and has Fridays off. The employee is required to come into the office on Friday, to take care of an emergency. The employee leaves from home and travels to the office to take care of the emergency and returns home. The employee is not entitled to mileage reimbursement, since the trip is considered the employee's normal commute.

When an employee is assigned to work at more than one location (building) within their official headquarters, they may be reimbursed only for the miles driven between the work locations. The mileage from home to the additional work/training location is not reimbursable if it is in the same city as the official headquarters.

10.50.25.c Because of the potential of misuse in this area, agencies are cautioned to strictly adhere to Section 10.10, Travel Management Requirements and Restrictions. Agency written internal policies and procedures are to be established to ensure all claims for personal vehicle mileage are for travel that is both critical and necessary for state business.

10.50.25.d Reimbursement for the use of a privately owned motor vehicle is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.

RED: Represents amended text