

Calculating Reimbursable Miles

University Fiscal Rule 5.56 states that a traveler shall be allowed mileage reimbursement for each mile actually and necessarily traveled on System/Institution business using the traveler's personal vehicle. A traveler normally shall be reimbursed at the two-wheel drive mileage rate. The use of the four-wheel drive rate is limited to when a four-wheel drive vehicle is actually used and is necessary because of road, terrain or adverse weather conditions. The rates for mileage are set by C.R.S § 24-9-104(2), as now and hereafter amended.

Expenses are limited to the number of reimbursable miles driven in excess of the number of miles involved in the individual's daily commute (round trip) for work. This calculation does not apply if the individual drives to a place other than the usual work site on a non-normal workday.

Example A

Cathy generally drives 8 miles to and from her usual work site to (Colorado State University-Pueblo) for a normal round trip commute of 8 miles. Today she is participating in a conference at an offsite location, 15 miles from her house. The conference lasts the full day and Cathy drives home upon its conclusion. Cathy can request reimbursement for 22 miles today. This represents the number of miles she had to drive in excess of her usual round trip commute ($30 - 8 = 22$).

Example B

Tom drives to his Colorado Springs office on Monday morning, leaves to attend a required function in Pueblo, and returns to the office. He can request reimbursement only for those miles driven in excess of his normal commute, in this case, the drive to Pueblo and back.

Example C

Sarah usually drives 14 miles round trip to her work site in Pueblo. Her normal work schedule is Monday through Friday. On Sunday evening she drives 110 miles to Denver International Airport to catch her flight to an out-of-state conference. Sarah can request reimbursement for all 110 miles driven this day, since it is not a normal work day and she is not going to her normal work site. (If, however, she had needed to work in her office on that Sunday, her 14 mile round-trip commute would not have been reimbursable.)