

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Mileage Reimbursement**Policy Number:** 950-01-005

Responsible Officer:	CFAO
Responsible Office:	Finance and Administration (F&A)
Origination Date:	08/05/17
Date of Revision:	10/23/2020
Review Date:	10/13/2022
Scope:	Mileage Reimbursement for School of Medicine (SOM) Employees

I. Policy Summary

UCR School of Medicine (“SOM”) will maintain policies and procedures that will help determine the treatment of approved business and financial transactions. This policy is intended to establish a process for reviewing and approving business mileage reimbursements for employees (faculty, staff, other academics and/or SOM affiliates in accordance with UC/UCR related policies, and as conformed to IRS rules. Employees may request reimbursement only for specific business mileage incurred, as described on this policy. The reimbursement will be based on the most current per-mile rate established by the campus.

II. Definitions

Business mileage - Business mileage is the travel an employee (or affiliate) incurs beyond normal commute mileage (from home to the office and home again) on a normal workday.

III. Policy Text

UCR SOM will support business mileage reimbursements for SOM employees based on the procedures and eligibility requirements stipulated in this policy. Additionally, this mileage reimbursement and approval policy is subject to annual review and amendments, as directed by the SOM Dean. If changes are executed, then the employees will be informed of such changes and the effective date of the applicable revisions.

All mileage reimbursements should conform to the IRS standard rate per mile (see Business and Finance Bulletin G-28 for current rates)

IV. Responsibilities

Employee and/or affiliate seeking reimbursement, Employee Manager, Director, Chair or Associate/Senior Associate Dean, Finance and Administration

V. Procedures**A. Reporting and Reimbursements Guidelines**

It is the responsibility of the employee or affiliate seeking reimbursement, to ensure s/he accurately tracks and reports mileage using the **SOM Mileage Log**, which should include a mapquest directions printout that shows trip’s total mileage (map picture not required). If available, it is highly recommended for an agenda to be submitted along with the mileage log. In SOM, mileage reimbursements will be approved for business travel only, and for any travel over 10 miles per incident, whether one way or round trip.

Employees traveling on official University business must familiarize themselves with and adhere to UCR/SOM Travel and the Mileage Reimbursement Policy. In addition, travelers are required to certify that they incurred the expenses, while the approver is expected to review the reimbursement request, check for appropriate documentation and authorize use of funds.

Approved traveler seeking reimbursement must submit a mileage log weekly or monthly, with details regarding the travel date, miles traveled, to/from locations and business purpose, per the SOM Mileage Log and as required by IRS guidelines. It is required that Mileage Logs be submitted timely, by the 7th business day after the last travel date recorded on the log. Employees cannot accumulate/report multiple months in a single report.

Upon receipt of the Mileage Reimbursement Log, the Business Operations team will review for completeness and may utilize mapquest as necessary to verify the mileage claimed. Adjustments to the total claimed mileage may be made, as appropriate.

For confidential trips, such as those of medical nature, the identity of who was visited is not necessary in the log.

Travelers are highly encouraged to work with their department supervisors on how to best utilize mileage logs so as to minimize the frequency of travel. For example, if an employee is scheduled to attend multiple meetings in a single day between the main campus and the Intellicenter, then s/he is highly encouraged to plan accordingly so that the meetings can be scheduled back to back and avoid multiple trips in one day, whenever possible. Similarly, employees are required to seek carpooling opportunities among colleagues whenever possible, to ensure everyone is contributing to cost-savings opportunities for the school.

All reimbursement requests must be signed off and approved by the PI/supervisor with spending approval authority over the unit's budget and/or the resources that will be utilized to pay for the business mileage reimbursement expense.

B. Eligibility Requirements

Mileage reimbursements will be approved for business travel only, and for any mileage over 10 miles total per incident, whether one way or round trip. An exception would be mileage incurred as part of a business trip away from the regular work location.

UCR SOM reimburses total miles traveled, less normal commute costs when the trip occurs Monday through Friday (regardless of time). If the trip occurs *outside normal business hours* or on a scheduled day off, the miles are calculated between the traveler's residence and the destination. One round trip may be reimbursed. Under certain circumstances, mileage may be claimed as two round trips if the traveler is driven by someone else to the destination.

Mileage is reimbursable if driving to business meetings or running errands on behalf of UCR, as approved by the appropriate supervisor or manager.

If travel is not part of the regular travel to/from the main work location, then travel will be considered business mileage and is eligible for reimbursement. An example would include travel

between a Riverside campus/office/clinic location and a location outside the Riverside area, such as Palm Springs.

For trips to/from an airport, the following guidelines apply:

- i. If dropped off, two round trips are allowed, plus short-term parking.
- ii. If parking, one round trip is allowed, plus long-term parking for duration of trip.

C. Exclusions

Employees that fall under the following roles are not eligible to submit for business mileage reimbursement if the travel entails commuting between headquarters and/or local Riverside sites (Deans, Associate/Assistant Deans, Faculty, Associate/Assistant Vice Chancellors, Directors, Managers, and Supervisors). An example of such exclusion would be travel mileage to/from the UCR Main Campus to/from the UC Intellicenter or local Clinical sites, including Citrus Tower.

VI. Forms/Instructions

SOM Mileage Log

VII. Related Information


UC Business and Finance Bulletin G-28

VIII. Revision History

Revised 10/28/2020
Reviewed 10/13/2022

Approvals:


COMPLIANCE COMMITTEE (10/28/2020)

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