

TRAVEL REIMBURSEMENT – GROUND TRANSPORTATION

Related Board of Trustees Policy: BP 5.1

OPR: Vice President for Administration

Approval: May 2012

Revisions: July 11, 2017; April 20, 2018

TRAVEL REIMBURSEMENT – GROUND TRANSPORTATION

NC State regulations require official travel to be conducted in the most efficient manner and at the lowest and most reasonable cost to the state. For passenger vehicle travel, whether in- or out-of-state, the state's priorities for travel mode are:

1. College owned vehicles
2. Short-term vehicle rentals (State Term Contract 975B, Vehicle Rental Services)
3. Privately owned vehicles

College Owned Vehicles

The College does not currently maintain vehicles for general purpose travel.

Short-term Vehicle Rentals

For both in-state and out-of-state travel rental vehicles shall be obtained through the State Term Contract 975 B Vehicle Rental Services when available.

- Authorized rentals are for “standard” class vehicles. Employees who choose a larger or premium class vehicle are responsible for the cost differential. An exception may be granted by the employee's supervisor, documented in a memo, when a larger vehicle is justified for business purposes (e.g., multiple employees sharing a vehicle, or significant equipment transportation requirements). Approval must be granted in advance of the travel.
- Authorized travelers must present an original itemized receipt from the rental agency for reimbursement.
- Travelers should choose the most economical means of refueling the rental vehicle, which is typically to refuel the rental vehicle before returning it to the rental agency. Gas receipts from a commercial gas station or rental agency are required for reimbursement.
- No reimbursement will be made for rental insurance purchased as College employees are covered under the College's auto insurance program.

Privately Owned Vehicles

Mileage traveled is reimbursable for the “shortest route available,” as measured by commercially available software (e.g., “Mapquest”). Alternate travel routes are not reimbursable unless a verified

business need exists or due to road closures. Mileage is measured from the closer of duty station or point of departure to destination (and return).

Federal IRS reimbursement rates are updated periodically. Rates approved for state funding are published by the North Carolina Office of State Budget and Management (OSBM). The College utilizes the OSBM rate unless an alternate rate has been approved by the College's Board of Trustees. Any Board of Trustees approved reimbursement that exceeds the OSBM rate will be paid using local funds. The College's Travel Reimbursement Worksheet is periodically updated to reflect the current rate.

Additional Procedures

- The College has set a standard reimbursable mileage of 44 miles for round trip travel between the New Bern and Havelock campuses.
- Mileage for "Call Back" duties is not reimbursable.
- When multiple employees are traveling to the same activity, they must ride together in a single vehicle unless there precluding business reasons that are approved in a memo by the appropriate supervisor(s) in advance of the travel.
- Parking fees, tolls, and storage fees are reimbursable—receipts are required. Fines for traffic and parking violations are the responsibility of the traveler.

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