

Ground Transportation (Mileage, Parking, Taxi and Rail)

Policy No: 6.7

Type of Policy:

Administrative

Last Revised:

April 2011

Review Date:

April 2019

Policy Owner:

Accounts Payable

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Policy Statement:

Authorized travel should be made via the most economical mode of transportation, consistent with the purpose of the travel. A careful analysis of the distance, timeliness, and overall cost factors of a trip should be considered.

Procedures:

Reimbursement

Only reasonable amounts of actual expenses incurred may be reimbursed.

If receipts are not available, a point-to-point explanation must be given for each such item requested for reimbursement.

Private Vehicles

Use of Private Vehicle for Campus Travel

Mileage reimbursement for on-campus travel is unallowable. Employees are expected to use transportation systems (Stinger and Trolley) or a Georgia Tech vehicle for transportation on the main Georgia Tech campus.

Use of Private Vehicle for Out-of-state Travel

Travel outside of Georgia will be reimbursed on the basis of: (1) the lower of the lowest available coach airfare, or (2) the actual mileage rate.

Meals and lodging en route to the destination may not be claimed for reimbursement during the period when the traveler would not be en route if he/she were traveling by common air carrier.

Use of Private Vehicle for Travel to Airport

Reimbursement for the use of a personal car to travel to/from the home airport may be made for mileage reimbursement for one round-trip to and from airport and parking. Mileage is calculated

from home or headquarters (whichever is closer) on regular workdays. If the employee is dropped off at the airport, only a one-way mileage reimbursement (from home or headquarters) may be claimed on day of departure and day of return.

On weekends and holidays mileage may be reimbursed from the actual point of departure.

Mileage Rate

Transportation expenses incurred for use of personally owned automobiles will be reimbursed at the rate per mile as provided by the U.S. General Services Administration (GSA).

Reimbursement will only be allowed for actual miles traveled in the performance of official duties.

The official State of Georgia rate is tied to the [U.S. General Services Administration](#) (GSA). The current mileage reimbursement rate for personally owned automobiles can be found in the [State Accounting Office Mileage Policy](#).

Mileage Reporting

Employees may be reimbursed for the mileage incurred from one point of departure to travel destinations as listed below:

- If an employee departs from headquarters, mileage is calculated from headquarters to the destination point.
- If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, **with a reduction** for normal one-way commuting miles. For the return trip, if an employee returns to headquarters, mileage is calculated based on the distance to such headquarters.
- If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, **with a reduction** for normal one-way commuting miles.

Claims for mileage in excess of the most direct route from the point of departure to destination (due to field visits, picking up passengers, etc.) must be explained in the comments section of the expense report.

When traveling with a personal vehicle, reimbursement for mileage should not exceed the equivalent total cost of transportation at least two weeks in advance of the trip. A quote for total cost for transportation is to be obtained from the Institute's travel management company for comparison with mileage for the trip. Reimbursement for mileage is limited to the official travel miles up to the total cost for transportation.

Point of Departure

If the date of departure is a weekend or holiday, the initial departure point will be the employee's actual point of departure.

If the date of departure is during an employee's normal work week (regardless of time of day), the initial point of departure shall be the individual's residence or headquarters, whichever is nearer the destination.

Shuttle / Taxi / Other Public Transportation

Shuttle service, taxi or trolley fares may be reimbursed when actually incurred in connection with common carrier transportation to and from railroad, plane, bus terminals or meeting places if necessary. Taxi expenses related to personal travel are not reimbursable.

Although receipts are recommended, employees are not required to submit receipts for travel by mass transportation, taxi, or airport vans. **However, a point-to-point explanation is required for each item reimbursed.** All transportation expenses should be itemized in the expense report in the Institute's Financial System.

Travel by Railroad

State agencies may reimburse employees for the actual cost of rail transportation, provided the appropriate personnel authorized the travel expense in advance. Employees traveling by rail are to obtain the lowest possible fare.

Other Expenses

In addition to the mileage reimbursement, an employee may be reimbursed for costs associated with official use of the vehicle. These costs include:

Tolls - Actual toll expenses may be reimbursed. A receipt should be provided when possible; if not, a written explanation should be in the comments section of the expense report for these items.

Parking - Actual parking fees may be reimbursed. A receipt should be provided when possible; if not, a written explanation should be included in the comments section of the expense report for these items.

Forms:

 [State Accounting Office Mileage Policy](#)