

Mileage Reimbursement

Policy Statement

When employees use their personal vehicles for Marywood University business, the University will reimburse them at the Standard IRS Mileage Rate. This mileage reimbursement rate, according to IRS, is intended to adequately reimburse employees for the costs of operating their personal vehicles. Expenses covered by this rate include the costs of gasoline, maintenance and repairs, tires, oil, insurance, depreciation, and registration fees.

Employees are responsible for carrying adequate automobile insurance coverage on their automobiles at least at the minimum limits or the compulsory or financial responsibility limits required by the state in which the motor vehicle is registered as the employee has primary responsibility for any damage or loss resulting from an accident when using a personal vehicle for University business. Private vehicles used for University business travel are not covered by the University's insurance. Employees should address insurance related questions regarding the use of personal vehicles for their employment at the University to their own insurance agents.

Procedures

A request for reimbursement is made by means of a travel form provided by the Fiscal Affairs Office. The reimbursement rate is per mile driven and is subject to change with the Standard IRS Mileage Rate. Tolls and parking fees are reimbursable.

Related Policies

History of Policy– Mileage Reimbursement

12/01/00 – Approved by the President as recommended by the University Committee on Policy
01/01/01 – Rate of reimbursement changed from 32.5 to 34.5 cents per mile driven
01/01/02 – Rate of reimbursement changed from 34.5 to 36.5 cents per mile driven
01/01/03 – Rate of reimbursement changed from 36.5 to 36 cents per mile driven
01/01/04 – Rate of reimbursement changed from 36.0 to 37.5 cents per mile driven
01/01/05 – Rate of reimbursement changed from 37.5 to 40.5 cents per mile driven
04/17/15 – Revision approved by the President as recommended by the Policy Committee of the University

MARYWOOD UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel