FREQUENTLY ASKED QUESTIONS
PERSONAL MILEAGE REIMBURSEMENT UPDATE
EFFECTIVE DECEMBER 1, 2016

Q. Does the new or old travel policy apply for travel approved prior to December 1 but occurring after December 1?
A. The entirety of a trip that begins prior to December 1 will be covered under the old policy, regardless of travel approval date. The entirety of a trip that begins on or after December 1 will be covered under the new policy, regardless of travel approval date.

Q. What is meant by 100 miles per day?
A. An employee could travel up to 100 miles per day of the trip and be reimbursed at .54/mi, but the mileage per trip is calculated cumulatively. For a 3-day trip, the employee could travel up to 300 miles and be reimbursed at .54/mi. In other words, the employee could travel 100 miles each day or 140 miles on the 1\textsuperscript{st} and 3\textsuperscript{rd} days and 20 miles on the 2nd day and receive .54/mi in either scenario.

Q. What rate is used if an employee has multiple separate trips on the same day?
A. The employee will be reimbursed at .54/mi for the first 100 miles and then .19/mi thereafter.

Q. Does the new travel policy apply to non-employees, such as students?
A. As per 5.7 of the State Budget Manual, “non-state employees traveling on official state business whose expenses are paid by the state are subject to these regulations, including statutory subsistence allowances, to the same extent as are State employees.” Please remember that as per 3.4.1 of the State Budget Manual, Trust (non-general) Funds are not exempt from budget manual travel policies.