

## 3.12 Mileage Reimbursement

**Last Revised:** October 2023

**Policy:** Piedmont Community College (PCC) will reimburse employees for business travel in their personal vehicles.

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### **Purpose/Definitions:**

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This policy outlines the procedure for reimbursing employees for business travel when using their personal vehicles.

#### **Definitions**

N/A

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**Approval Authority/Monitoring Authority:** Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

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### **Procedure:**

#### Section 1: General Provisions

- 1.1. The College prefers that an institutional vehicle be used when available.
  - 1.1.1. If an institutional vehicle is not used, the reimbursement rate for use of a privately-owned vehicle on official college business will be in accordance with the Office of State Budget and Management in the State of North Carolina Budget Manual, Chapter 5, which follows the standard IRS reimbursement rate.
  - 1.1.2. The President has the authority to adjust the rate as necessary.
- 1.2. If an institutional vehicle is unavailable, employees may reserve an Enterprise vehicle through the Business Office with prior approval.
- 1.3. All requests for travel must be approved and reimbursement must be submitted within 30 days of travel.

**Legal Citation:** [N.C.G.S. 138-6](#); [NCCCS Numbered Memo CC 18-003](#); [1H SBCCC 200.5](#), [OSBM Budget Manual, Chapter 5](#), [IRS standard mileage rates \(2023\)](#)

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**History:** Effective January 1985; Revised January 1986, January 1990, October 2001, February 2005, February 2006, July 2008; Reviewed September 2010, Revised July 2016, December 2016, April 2021, October 2023