

 VILLANOVA UNIVERSITY	Policy: Mileage Reimbursement for On-Campus Travel
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Financial Affairs Department Procurement Policies and Procedures	Approved: 2/01/2007

Policy

It is the policy of Villanova University that in certain, limited circumstances, employees shall be reimbursed for work-related travel between on-campus locations using their personal vehicle. For purposes of this policy, “on-campus locations” include the Villanova Conference Center and the campus of the American College, in accordance with the procedures outlined below.

The primary purpose of this policy is to reimburse employees who use their personal vehicles for the transportation of equipment and supplies between on-campus locations. Employees will not be reimbursed for the use of their personal vehicles for travel to and from meetings at on-campus locations, or for commuting to and from work. Employees will not be reimbursed for on-campus travel when a University-owned vehicle is available for their use.

Employees who submit mileage for reimbursement under this policy will be reimbursed at the standard IRS mileage rate for business purposes, which is set annually by the IRS, and is available on the Procurement Office website. The standard IRS mileage rate includes reimbursement for all transportation and operating costs of the vehicle, including gasoline, insurance, and vehicle depreciation (wear and tear). Employees will not be reimbursed for the cost of parking on-campus (i.e., annual parking permits), nor will they be reimbursed for the cost of any parking fines or traffic violations.

As mandated by the Commonwealth of Pennsylvania, the personal automobile insurance purchased for that particular vehicle applies to any and all accidents involving that vehicle. This includes all business-related vehicle usage, including on-campus usage described in this policy.

Procedure

In order to be reimbursed under this policy, employees must complete and sign the University’s “On-Campus Mileage Reimbursement Form”, have their supervisor sign the form, and submit the form to the Procurement Office within the prescribed time period for submission of business expenses (90 days). The “On-Campus Mileage Reimbursement Form” must be attached to a properly executed “Request for Payment” form when it is submitted to the Procurement Office. These forms are available on the Procurement Office’s website, at <http://www.procurement.villanova.edu>. To ensure compliance with IRS documentation requirements, the form must be filled out in its entirety, and include, for each trip, the date of the trip, the starting and ending locations, the beginning and ending odometer readings, the miles driven, and a description of the business reason for the trip. Mileage submitted for reimbursement must be measured to within one-tenth of a mile.

Mileage submitted for reimbursement under this policy must be submitted to the Procurement Office on a quarterly basis, at the end of each calendar quarter (i.e., March 31st, June 30th, September 30th, and December 31st), and must be submitted no later than 90 days after the quarter to which it relates.

Reimbursement under the policy will be paid through direct deposit into the employee's bank account. It is the responsibility of each individual employee to arrange for direct deposit with the Procurement Office in advance of submitting their first request for mileage reimbursement for on-campus travel.