

Work Assignment Mileage Reimbursement

When the College assigns an employee to work at a location other than his/her primary work site and the employee uses his/her personal vehicle to travel to the assignment, the College will reimburse the employee for the mileage expense. Hudson Valley Community College reimburses employees the standard mileage allowance as established by the Internal Revenue Service [IRS]. By adhering to this allowance, reimbursements for mileage are not taxable to the employee.

STEPS THAT MUST BE TAKEN TO BE REIMBURSED:

1. **Prior to** any work assignment travel, a **Travel Authorization must be completed** for any and all work assignment related mileage reimbursement. The Travel Authorization form can be found on the Purchasing department intranet page or by following this link: <https://www.hvcc.edu/purchasing/forms/travel-auth.pdf>. Should you have any questions regarding this form, please contact the Purchasing department at X4519. The Purchasing department will generate a purchase order based on the information submitted on the Travel Authorization. You will receive the “Payment Authorization” copy of that PO. Please keep for your records.
2. **Upon the conclusion** of any work assignment travel, the employee **must complete and submit a Travel Expense Report** to be reimbursed for mileage expense. This form as well as instructions for its completion can be found on the Accounts Payable intranet page or by following this link: <https://www.hvcc.edu/finance/ap/index.html>

The following information must be included on the Travel Expense Report in order to process the mileage claim:

- Purchase Order number recorded on first page of travel expense report.
- License plate number of traveler’s vehicle is required on second page of travel expense report.
- Round trip mileage between your home and HVCC must be entered on second page of travel expense report.
- All columns must be completed on the Mileage Claim form, including date and times.

Please refer to “Instructions for Completing the Travel Expense Report” also located on the Accounts Payable intranet page. Should you have any questions or require clarification, please contact the Accounts Payable department at X4509.