

9.07 Other Modes of Transportation

Last Modified Date: 06/03/2010

9.07.01 Travel to/from Airport at Employee's Duty Station

Reimbursement for travel between the employee's duty station or home (whichever is less) and the nearest airline terminal (or train/bus station, if applicable) and for parking may be made under the following circumstances:

- Taxi or airport shuttle service – actual cost with receipts.
- Private vehicle – the business standard mileage rate set by the Internal Revenue Service for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for airport parking claims.
- Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5.00 for each one-way trip either from the employee's duty station or home to the airport and from the airport to the employee's duty station or home or the actual cost of the travel with the submission of receipts.

9.07.02 Travel to/from Airport at Employee's Destination

Reimbursement for travel to and from the airline terminal (or train/bus station, if applicable) at the employee's destination may be made where travel is via the most economical mode available as listed below:

- Taxi or airport shuttle service – actual cost with receipts.
- Rental vehicles – may be used with the prior approval of the supervisor and accountable officer (if different); however, rental vehicles may not be used for the sole convenience of the employee. Receipts are required.
- Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5.00 for each one-way trip either from the airport to the hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

9.07.03 Transportation Other than to/from Airport

Reimbursement may be made for costs of transportation other than to/from the airport when required for travel on official state business. Reimbursement is limited as follows:

- Taxi service – actual cost with receipts.
- Shuttle Service – actual cost with receipts

- Public transportation – actual cost with receipts.

9.07.04 Bus and Train Service

Reimbursement for rail and bus fare is limited to actual coach fare, substantiated by receipt.

9.07.05 Rental Cars

Rental cars are not to be used at state expense solely for the convenience or personal preference of the employee. A receipt must be submitted for reimbursement.

The University will not reimburse for insurance coverage because state employees are covered under the State's auto insurance program. However, the reimbursement for automobile rental insurance will be permitted for individuals engaged in state business during travel to international destinations. Policies and information concerning rental cars are available from the Purchasing Department (telephone - 7203).