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The College of Behavioral, Social and Health Sciences has updated its policy for reimbursement of mileage for official business travel. The policy was updated to clarify travel qualifying for mileage reimbursement. This travel policy applies to all employees and student employees using personal vehicles to conduct official business for the College and its assigned departments, programs and offices.

**Clemson University Policy:** <http://www.clemson.edu/finance/procurement/travel/employeeguidelines.html>

**Components of the Clemson University Travel Policy.**

*Local Travel or Travel to Other Clemson Locations - Travel may be authorized and mileage reimbursement or a rental car expense may be allowed between an employee's primary office location and another Clemson location (i.e. Clemson campus and CU-ICAR) when pre-approved or authorized by the employee's supervisor, in a manner of approval determined by the supervisor. If not pre-approved, mileage or other travel expenses may not be reimbursed.*

*Primary Office – the location of an employee's office. In the case where an employee works out of more than one office on different campuses/University locations, the employee and their supervisor will agree in writing on a primary office from which travel reimbursement may be allowed if pre-approved by supervisor. Based on work schedule, the Primary Office may change day-to-day or week-to-week, again, as agreed upon in writing with the supervisor.*

*Means of Travel-Rental/Personal Cars - Mileage between an employee's home and his/her place of employment is not subject to reimbursement. However, when an employee leaves on a business trip directly from his/her home, and does not go by the employee's headquarters, the employee shall be eligible for reimbursement for actual mileage beginning at his/her residence.*

**The components of the college mileage reimbursement policy are listed below.**

Mileage will be reimbursed for the shortest distance to the destination of the business trip.

- If the shortest distance to the business trip destination is from the employee's office, mileage will be reimbursed from and to the employee's office for the business trip. College employee office locations include the Clemson University main campus, the University Center Greenville, the CU Nursing Building in Greenville, or any location considered the main office for the employee's work requirements.
- If the shortest distance to the business trip destination is from the employee's home, mileage will be reimbursed from and to the employee's home for the business trip.

The shortest distance to the business trip destination (from office or home) must always be used when claiming mileage reimbursement for business trips.

Mileage will not be reimbursed for travel from the employee's home for meetings or training sessions that are held by the employee's college, department, program or office. Attendance at these meetings and training sessions is part of the employee's job requirements and does not qualify for mileage reimbursement.

Employees will use the Non-overnight Travel Log Form to record their mileage-only reimbursement requests. Employees will record the shortest distance (from office or home) for each business trip. Employees should also record their office location (Clemson University main campus, University Center – Greenville, CU Nursing - Greenville, or any location considered the main office for the employee's work requirements).

**CU Travel Forms:** Use the same link as for the Clemson University Policy on page 1.

Employees must submit travel reimbursement forms using the following guidelines.

1. Overnight trips – as soon as the trip is completed and within the same fiscal year of the trip.
2. Repetitive mileage-only trips – quarterly or at the end of the academic semester for projects of an instructional nature (such as teaching classes off-site or supervising student teachers or interns). Travel logs with mileage-only trips should be submitted within 30 days of the last trip date.
3. Fiscal year end may shorten submission deadlines significantly. Year end is June 30 & reimbursement requests for travel during June must be turned in no later than the first full week of July.

Failure to submit for reimbursement in a timely manner could result in non-payment if budgetary constraints exist. Any reimbursement requests submitted outside of these timeframes (30 days for mileage only trips and same fiscal year for overnight trips) must have written justification from the traveler explaining the tardiness and be approved by the College Business Officer prior to payment.

Departmental administration may impose additional restrictions due to budgetary constraints if necessary.