

Kimble, Gerik L

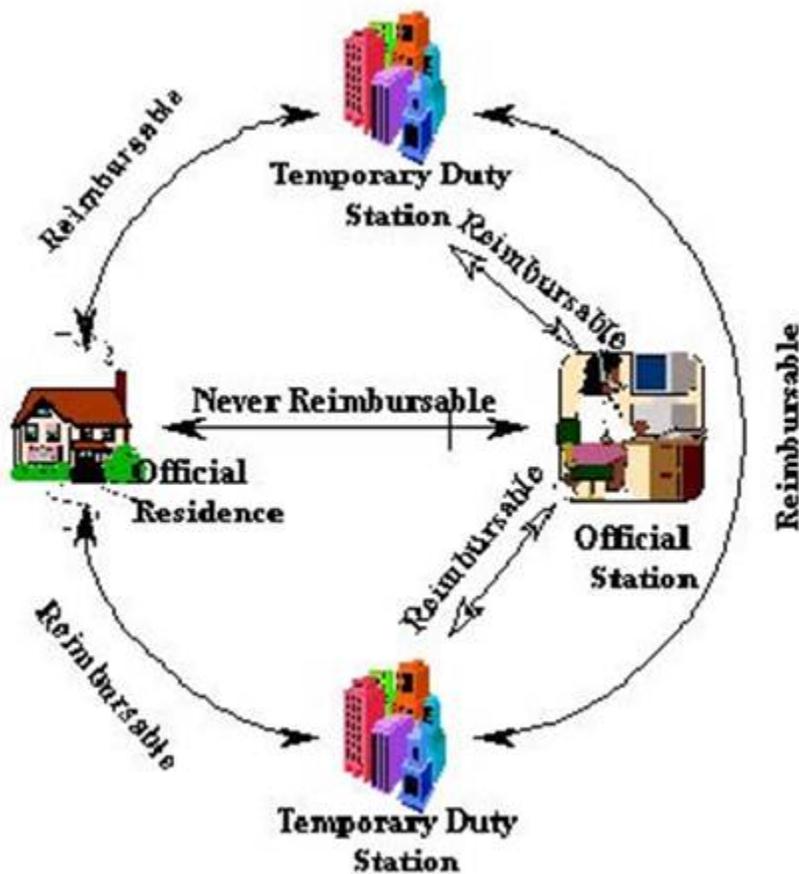
From: controllers_office-bounces@lists.wsu.edu on behalf of controllers_office@lists.wsu.edu
Sent: Wednesday, May 13, 2015 7:47 AM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Reimbursable Miles Announcement
Attachments: ATT00001.txt

Good morning, Area Finance Officers and Administrators,

The Controller's Office would like to share some information regarding reimbursement of mileage between home and temporary worksites.

Daily commute transportation expenses between the traveler's official residence and official station (or agency approved teleworking site) is a personal obligation of the traveler and is not reimbursable by the state. All other miles driven on official state business are reimbursable.

The following diagram depicts reimbursable and non-reimbursable privately owned vehicle (POV) mileage.



Following are general guidelines and examples of POV mileage reimbursement:

- **Travelers may be reimbursed for miles driven between their official station or official residence and a temporary duty station. When traveling directly from the official residence to the temporary duty station, reimbursement may be authorized even if the traveler passes the official station on the way to and from the temporary duty station.**
- **Working during hours or days that the employee is not normally scheduled to work does not entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official station.**

***Example:** An employee works 10 hour days Monday through Thursday and has Fridays off. The employee is required to come into the office on Friday to take care of an emergency. The employee leaves from home and travels to the office to take care of the emergency and returns home. The employee is not entitled to mileage reimbursement, since the trip is considered the employee's normal commute.*

- **When an employee is assigned to work at more than one location (building) within their official station, they may be reimbursed only for the miles driven between the work locations. The mileage from home to the additional work/training location is not reimbursable if it is in the same city as the official station.**

***Example:** An employee's official residence is in Lakewood and official station is in Olympia. The employee travels from home directly to training in Tumwater. After training the employee goes by the office in Olympia to do some work before returning home. The miles driven between Lakewood and Tumwater are considered the normal commute, and therefore not eligible for reimbursement. However, the miles driven between the work/training locations (from Tumwater to Olympia) are reimbursable.*

Definitions:

Official Residence: The city, town, or other location where a state official or employee maintains a residence that is used as their primary domicile. Determinations by the agency head or authorized designee regarding a state official or employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the state official or employee's personnel or other file.

Official Station: The city, town, or other location where the state official or employee's office is located, or the city, town, or location where the state official or employee's work is performed on a permanent basis. A state official or employee's official station is to be designated by the agency. It is to be determined by the needs of the agency and not assigned because it is the home or preferred living area of a state official or employee.

Temporary Duty Station: A fixed location where a state official or employee has been temporarily assigned to work for a specific period of time which is less than one year.

For more information, please contact Pattie Collins, Travel Supervisor, at pattie@wsu.edu or Gerik Kimble, Payment Services Manager, at Gerik_Kimble@wsu.edu

As always, thank you for your support and cooperation!

Best regards,

WSU CONTROLLER'S OFFICE MAILLIST



Go COUGS!

This mail list has been developed for those individuals responsible for financial administration, transactional processing and financial approvals across the Washington State University community. It will be used to share important news, announcements and procedural changes related to effective financial management at WSU. We will also provide tips to help keep you up-to-date and to assist in minimizing administrative effort in navigating business policies and procedures.

We would like to hear from you. If you have questions, comments or concerns related to this mail list or suggestions for content, please contact Joy Morton at joy.morton@wsu.edu. **Please feel free to forward this message to anyone in your unit who would benefit from announcements and timely updates on Business Services/Controller's Office processes and procedures.**

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