

Business Mileage Reimbursement

(Applicable to employees using their personal vehicle for university business travel)

IRS requirements for reimbursement *(regardless of the length of the trips):*

- Origin
- Destination
- Date
- Business purpose
- Number of miles traveled

Travel by personal automobile is an allowable expense when it is the most economical and reasonable mode of travel under the circumstances. Factors to consider include the travel distance and additional meal and lodging expenses associated with longer travel time. Vanderbilt's mileage reimbursement is intended to cover all transportation and vehicle operating costs, including auto insurance. Reimbursement for personal automobile travel will not exceed the total cost of round-trip coach airfare to and from the nearest commercial airport serving the destination, plus reasonable costs of other appropriate local transportation at the destination. If roundtrip mileage to and from the destination exceeds 600 miles, documentation of the cost of round-trip coach airfare must be attached to the traveler's expense report. For travel less than 600 miles to the destination, no further cost justification documentation is needed.

Vanderbilt will reimburse tolls and reasonable parking charges associated with personal automobile travel. Associated receipts for any expenses equal to or greater than \$75 must accompany the traveler's expense report. Vanderbilt will not reimburse expenses for the cost of repairs to personal vehicles.

Vanderbilt will reimburse personal automobile mileage (at IRS-approved per mile rates) involving travel to/from Nashville International Airport based on the following guidelines:

1. If business travel begins or ends during normal business hours, reimbursement mileage will be based on the distance from the person's designated duty post to the airport. For those working on campus or at Vanderbilt One Hundred Oaks, this equates to 10 miles.
2. If travel begins or ends outside of normal business hours or on holidays or weekends, the traveler will be reimbursed based on the most direct route from his or her residence to the airport.

Under these guidelines, mileage reimbursement distances for business travel involving travel to and from Nashville International airport could differ for "departing" and "returning" legs of a trip.

Vanderbilt will reimburse for personal automobile business mileage based on the following guidelines and examples:

1. Travel to and from a temporary work location from your residence will be reimbursed.
2. Travel from your regular or main job location to a temporary work location will be reimbursed.

Tax home is defined by the IRS as your regular place of business. Transportation expenses between your residence and your regular place of work “Tax Home” are personal commuting expenses and are not reimbursable. However, mileage can be reimbursed from an employee’s residence to a temporary work location in accordance with IRS guidelines.

Example A – Residence to Temporary Work Site

An employee lives in Franklin and works on a regular basis on campus in Nashville. If the employee is asked to attend a meeting for the day in Lebanon, the employee can seek mileage reimbursement from their residence in Franklin to Lebanon and the return trip to their residence.

Example B – Regular Place of Business to Temporary Work Site

An employee lives in Franklin and works on a regular basis on campus in Nashville. During the day, the employee is asked to travel from campus to Lebanon for work for the remainder of the day. The employee can seek mileage reimbursement from their main work location to Lebanon and from Lebanon to their residence in Franklin.

Example C – Remote Clinic to Campus to Airport

An employee lives in Franklin and works on a regular basis at the clinic in Williamson County. During the day, the employee travels to campus to attend a meeting after which they will be traveling to the airport for a departing flight. The employee can seek mileage reimbursement from the clinic in Williamson County to campus and from campus to the airport. Additionally, the employee can seek mileage reimbursement from the airport to their residence in Franklin upon returning from their trip.

If a faculty, staff, or student’s vehicle is used for official university travel and causes bodily injury or property damage to another party, the faculty/staff member's personal insurance provides primary coverage. If named in a lawsuit, Vanderbilt will provide coverage after the limit of the employee's policy has been reached. Faculty, staff, and students that use their own automobiles or other vehicles on Vanderbilt business are responsible for insuring themselves against personal liability because Vanderbilt has no insurable interest in a faculty/staff/student’s personal or borrowed automobile.

When requesting reimbursement for mileage, travelers must attach a list of all trips to the reimbursement request. Other requirements include origin, destination, date, business purpose, and number of miles traveled, regardless of the length of the trips.

Vanderbilt insures legal liability and property damage arising out of use of university vehicles on Vanderbilt business.