

SECTION 11: TRAVEL, MILEAGE, & MOVING

Mileage Reimbursement

INTRODUCTION

Mileage Reimbursement provides procedures for reimbursing an individual (who is not in travel status) for use of a personal vehicle while on official state business. Individuals may use a privately-owned vehicle or other mode of transportation when it is in the best interest of the state. Only mileage incurred while engaged in official state business is reimbursable and is limited to the lowest fare that would have been charged by a common carrier.

Reimbursement of mileage expenses may be requested by completing a department mileage reimbursement form or through a departmental memo. If an employee is requesting reimbursement for mileage associated with an approved trip, refer to *Travel Expense Reimbursement* in this Section for procedures. If an employee is requesting reimbursement for mileage associated with an approved move, refer to *Moving Expense Reimbursement* in this Section for procedures.

Mileage reimbursements exceeding federal rates are considered taxable compensation to the employee and must be recorded in the Alaska Statewide Payroll System (AKPAY).

AKSAS TRANSACTIONS

310-xx: Add Warrant Request

FORMS

Mileage Reimbursement Request form or memo

PROCEDURES

I. Compile and prepare source documentation.

A mileage reimbursement is associated with a payment request document such as a departmental Mileage Reimbursement Request form.

A. Review the Mileage Reimbursement Request for completeness and accuracy.

1. Verify the employee was not in travel or moving status when the mileage costs were incurred. If the employee was in travel status, refer to *Travel Expense Reimbursement* in this Section for procedures. If the employee was in moving status, refer to *Moving Expense Reimbursement* in this Section for procedures.
2. Verify the following information is included:
 - Name of employee requesting reimbursement.
 - Reason the mileage was incurred.
 - Date(s) the mileage was incurred.
 - Beginning and ending mileage.
 - Total requested reimbursement (total miles traveled multiplied by the rate of reimbursement).
3. Verify the accuracy of mathematical computations.

SECTION 11: TRAVEL, MILEAGE, & MOVING, MILEAGE REIMBURSEMENT

- B. If the mileage reimbursement request is for use of a personal aircraft, verify the following documents are included or are on file with the agency or the Department of Administration, Division of Risk Management.
- Copy of a valid pilot's license.
 - Copy of a current medical certification.
 - Proof of liability insurance policy as defined in *Alaska Administrative Manual (AAM) 60.090 - Privately Owned Aircraft*
- C. Code the payment document with the financial coding to be charged.
- D. Submit the payment document for approval to the appropriate approving officer in your agency. Refer to *Section 2: AKSAS Security & Authorities, Approving Officer Authority* for more information.
- E. Verify the payee has a valid vendor number. If no vendor number exists, obtain all information necessary to establish a vendor number. Refer to *Section 10: Vendors* for procedures on searching for an existing vendor, establishing a new vendor number, or modifying an existing vendor number.

II. Process a 310-xx: Add Warrant Request transaction to issue the mileage reimbursement.

- A. Using a financial batch, access the 310-xx: Add Warrant Request transaction screen and complete the fields as described in *Section 8: Payments, Add General Warrant Request* and the following criteria:
1. In the financial line **ACCT** field, use the appropriate lower level mileage reimbursement account under account 72000 (Travel).
- B. Press <Enter> to display online errors. Correct errors until the message NO ONLINE ERRORS TO DISPLAY is received. Press <Enter> again to submit the transaction for certification and processing. Refer to the *Appendix* for a list of online errors, warning messages, and corrective actions.

NOTE: Review any **WARNING** messages displayed. If these messages do not require correction, press <PF3> to override.

III. Calculate the taxable portion of the reimbursement and record the payment in AKPAY.

IV. Archive/file processed transactions.

- A. Write the warrant number on the Mileage Reimbursement Request.
- B. Give one copy of the request to the employee for his or her personal records.
- C. Maintain copies of the processed transactions and related backup according to department procedures.