

Private Vehicle - Travel

Summary/Purpose: Reimbursements for use of a private vehicle while in travel status.

Employees shall receive the legal rate established by the State of Mississippi for each mile actually and necessarily traveled in a privately owned vehicle while in official travel status. This rate will be the same rate that federal employees are reimbursed for using private vehicles for official federal business. **Please check the [travel website](#) for the mileage rate.**

The travel clerk will use the latest edition of the Rand McNally Highway Mileage Guide to compute mileage between points. Rand McNally now has a Windows software product, "Delorme Street Atlas USA 2015" that is inexpensive and would be helpful for those who travel often.

In-town mileage should be shown as a separate entry under mileage on the Travel Reimbursement Voucher.

The University will not reimburse travel within the boundaries of the Oxford Campus.

When travel is by private vehicle, the total travel expenses reimbursed, including meals and lodging, shall not exceed the cost of the lowest unrestricted air fare unless a complete written justification signed by the employee's department head (**see statement below**) determines that it is in the best interest of the University that the employee drive, or that, on comparison of "total driving" and "total flying" expenses, it is less expensive to drive than to fly.

Statement and Justification required

"In my opinion, it is in the best interest of the University that (employee name) use his/her private vehicle for travel from (origin) to (destination) from (date) to (date)." This statement will require complete justification by the department head.

When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed. The person claiming reimbursement shall report the names of other university employee passengers. If a cost comparison must be made between driving vs. flying cost, the cost of flying should be multiplied by the number of passengers and compared to the cost of driving.