

MILEAGE ALLOWANCE

A state employee is entitled to be reimbursed for the mileage incurred during the employee's use of a personally owned or leased motor vehicle. The number of reimbursable miles traveled by a state employee may not exceed the number of miles of the most cost-effective route between the origin of the employee's travel and the employee's final destination. If the employee conducts official state business at locations between the origin of the travel and the final destination, then the most cost-effective route between the origin and the final destination must include the intermediate locations.

The shortest route between points is presumed to be the most cost-effective route.

All Travel Vouchers requesting mileage reimbursement must include a printout which verifies the amount of mileage claimed from the online mapping site of MapQuest (www.mapquest.com), Google Maps (www.google.com/maps), or by using their vehicle