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, which will be at the same rate that federal employees are reimbursed for using private vehicles for official federal business, for each mile actually and necessarily traveled while in official travel status. **As of February 1, 2007 the current rate is forty eight and one half cents (.485) per mile.** This is the rate that will be reimbursed for travel in any privately owned vehicle.

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 2005", 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 Voucher.

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

The University will **limit travel by privately owned vehicle** for distances greater than 250 miles (500 miles round trip) outside Mississippi to computed mileage or the lowest unrestricted available airfare plus related expenses, whichever is lower. If more than one person is traveling officially in the same vehicle, the 250-mile limitation may be extended, but only one person may receive reimbursement for mileage.