

Employee/Travel Reimbursement Policy Guidelines: POV Mileage Reimbursement – EFFECTIVE DATE 7/1/17

Origination Date: 4/1/17

Last Revised: NA

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I. Purpose

The purpose of this policy is to clarify the Personal Owned Vehicle (POV) mileage reimbursement allowance as outlined in the Travel Manual issued by the Office of the State Comptroller (OSC).

II. Scope

Employees in travel status should use the most efficient and cost effective method of transportation available. The State of New York requires SUNY to compare the cost of POV mileage reimbursement against the cost of renting a vehicle. The traveler will be reimbursed only at the rate which is lower, regardless of which mode of transportation they choose. (See appendix for examples)

III. Procedure

For round trip mileage 80 miles or under, the calculator is not necessary. The traveler will be reimbursed for actual mileage, should that be applicable.

For round trip mileage over 80 miles, the traveler shall use the Rental Car Calculator to determine if a rental vehicle is more economical. The traveler will only be reimbursed at the lower rate regardless of the mode of transportation they choose.

A link to the calculator can be found here:

<https://blue.suny.edu/travelcenter/Documents/Mileage%20Calculator.xls>

The link works best if you cut and paste into your browser for use. Employees may need to login with their Oswego Laker net id and password credentials to access the calculator.

A printed copy of the calculator form detailing the results must accompany the voucher request for reimbursement along with a statement of automobile travel if necessary. Failure to provide a printed copy of the calculator with your request for reimbursement of mileage if requested, will result in a delay in processing your request as documents will be returned to the traveler for revision.

IV. Appendix

Current mileage rates are as follows:

- POV - .535 cents per mile
- State Owned Fleet Vehicle - .485 cents per mile

These rates are subject to change each calendar year.

Examples of the rental car calculator accompany this policy.

Any questions on how to use the calculator should be directed to the individuals listed on this policy.

Any additional questions related to employee reimbursements or travel may be directed to the individuals listed above.



Rental vs Own Car Driving Calculator

Input Variables	
Total Miles to be Traveled	100
Total Days in Trip	1
Car Rental Daily Price *	\$ 33.20
Cost of Gasoline per Gallon	\$ 2.39
Mileage Reimbursement Rate	0.535
Rental Car Gas Mileage (MPG)	23

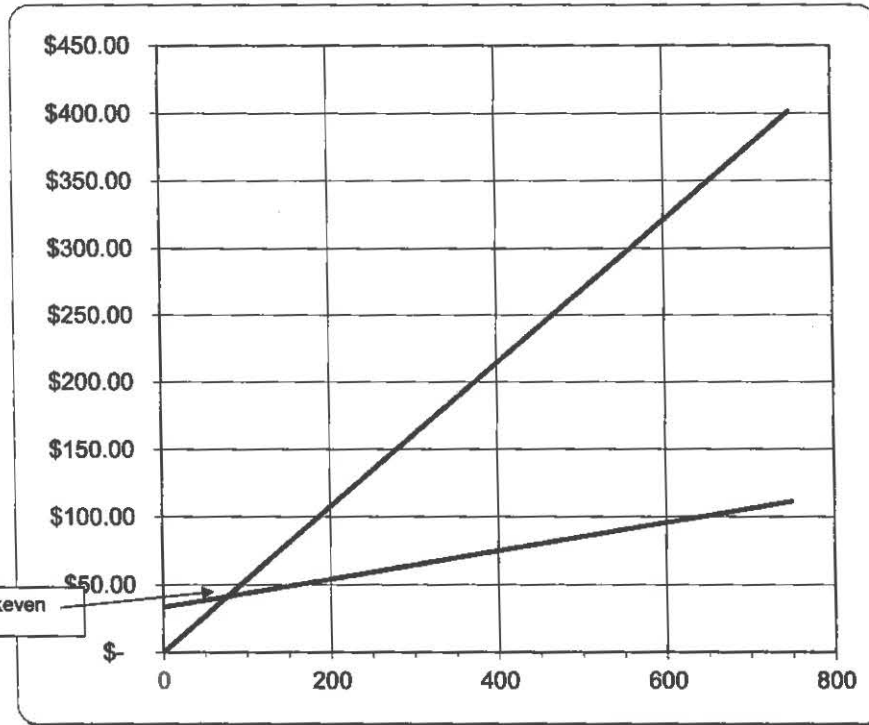
Input variables

Calculated Results	
Own Car Cost	
Mileage	\$ 53.50
Rental Car Cost	
Rental	\$ 33.20
Refueling	10.39
Total	\$ 43.59

Results appear

Savings \$9.91

Breakeven



Updated as of 1/3/2017

* Car Rental Daily Price	
Economy/Compact	\$31.50
Intermediate/Standard	\$33.20
Fullsize	\$35.79

*geographic surcharges apply

* add the following geographic surcharges to the rental cost in these locations

ADD \$ 7.00	Albany Airport
ADD \$ 7.00	Long Island Metro, Westchester Metro
ADD \$ 23.00	New York City Metro (any location in any of the five boroughs)
ADD \$ 15.00	Newark Metro

Example 1:

In this case for a 1 day trip of 100 miles, it would be cheaper to use a rental vehicle instead of a personally owned vehicle.

The traveler would be reimbursed the lesser of the two rates listed in the Calculated Results box, regardless of which mode of transportation they choose = \$43.59.

Therefore, if the traveler did choose to take their own vehicle, they would only be reimbursed \$43.59 for their trip.



Rental vs Own Car Driving Calculator

Input Variables	
Total Miles to be Traveled	100
Total Days in Trip	2
Car Rental Daily Price *	\$ 33.20
Cost of Gasoline per Gallon	\$ 2.39
Mileage Reimbursement Rate	\$ 0.535
Rental Car Gas Mileage (MPG)	23

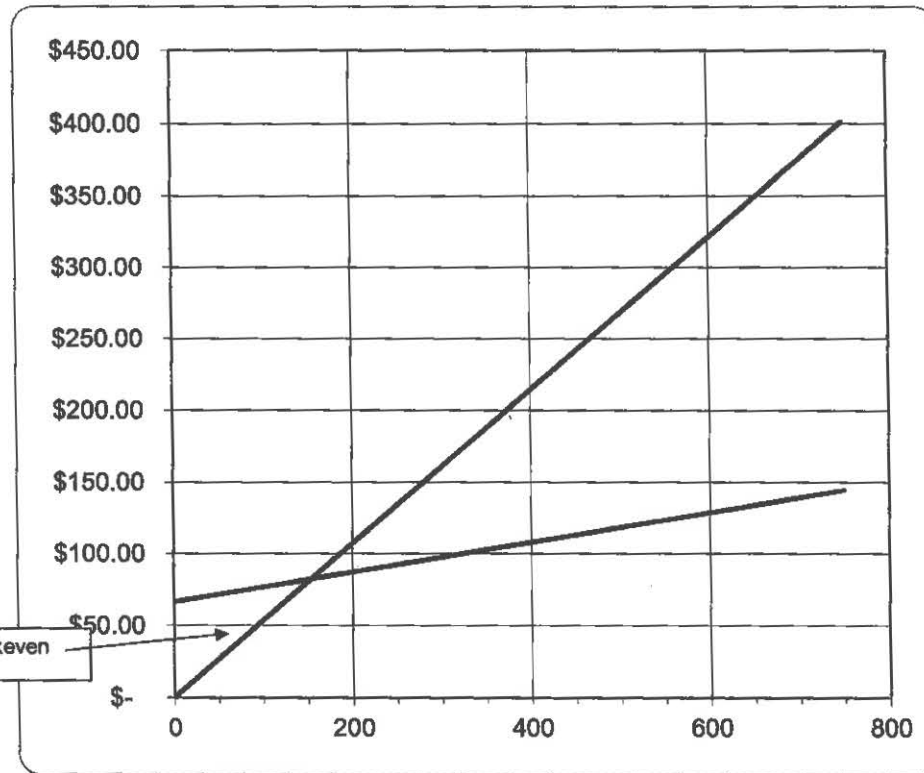
Input variables

Calculated Results	
Own Car Cost	
Mileage	\$ 53.50
Rental Car Cost	
Rental	\$ 66.40
Refueling	10.39
Total	\$ 76.79

Results appear

Savings -\$23.29

Breakeven



Updated as of 1/3/2017

* Car Rental Daily Price	
Economy/Compact	\$31.30
Intermediate/Standard	\$33.20
Fullsize	\$35.79

*geographic surcharges apply

* add the following geographic surcharges to the rental cost in these locations

ADD \$ 7.00	Albany Airport
ADD \$ 7.00	Long Island Metro, Westchester Metro
ADD \$ 23.00	New York City Metro (any location in any of the five boroughs)
ADD \$ 15.00	Newark Metro

EXAMPLE 2:

In this case for a 2 day trip of 100 miles, it would be cheaper to use a personally owned vehicle instead of a rental car.

The traveler would be justified in taking their own vehicle in this instance and receive actual reimbursement in the amount of \$53.50 for 100 miles.