

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
	A-46ET	
SUBSECTION	EFFECTIVE DATE /	PAGE NUMBER
	July 1, 2016	1 of 7
POLICY / PROCEDURE	AMENDMENT	/ REVISION
In-State Travel Processed Using the State's Mileage Reimbursement System		

Background:

The Office of Accounts & Control is responsible for issuing policies regarding mileage reimbursement. In an effort to eliminate paper, streamline the approval process, and more accurately calculate mileage reimbursements due to employees, the Department of Administration has created a Mileage Reimbursement System. Policy A-46ET supersedes Policy A-46 for those agencies/divisions utilizing the State's Mileage Reimbursement System.

Scope:

Only employees who are paid via the State's Payroll System (State Employees) can be paid via the State's Mileage Reimbursement System. Other individuals seeking mileage reimbursement such as volunteers, interns, or contractors should refer to Policy A-46 and utilize Form A-14V for reimbursement.

A. Personally-Owned Vehicles:

State personnel may be allowed reimbursement for the use of his or her personally owned or leased automobile for official state business within the State of Rhode Island and surrounding areas at the current mileage rate when it is deemed economical and/or advantageous to the state. See the Controller's Office website for most recent mileage rate communication.

B. Reimbursement for Mileage:

Those who are authorized to use their personally owned or leased automobiles on official state business are to be compensated for actual miles authorized and traveled. Such authorization will be in accordance with the following conditions:

1. The employee utilizes the State's Mileage Reimbursement System to enter the addresses to which he or she has traveled.
2. The State's Mileage Reimbursement System will calculate the shortest distance between the two addresses entered. Reimbursement will be based on this distance. Maps will be available to show the traveler how the mileage calculation was determined.

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
	A-46ET	
SUBSECTION	EFFECTIVE DATE /	PAGE NUMBER
	July 1, 2016	2 of 7
POLICY / PROCEDURE	AMENDMENT	/ REVISION
In-State Travel Processed Using the State's Mileage Reimbursement System		

3. An override function will be available for those extenuating circumstances where the traveler was unable to drive the shortest distance, for example detours or accidents that required the traveler to take alternate routes.
4. No transportation costs will be allowed between any employee's place of residence and his or her office. Any trip made between an employee's home and somewhere other than the employee's office, also known as a field trip, will be adjusted for commute mileage. When the distance between the employee's residence and the destination is greater than the distance between the employee's residence and the employee's office, the field trip mileage in excess of the mileage between the employee's residence and the office is reimbursable. If the distance between the employee's residence and the destination is shorter than the distance between the employee's residence and the employee's office, then no reimbursement of mileage will be allowed. The State's Mileage Reimbursement System will note any adjustment made for commute mileage in the travel record.
 - a. If an employee incurs commute mileage more than once in a calendar day, he/she will only need to deduct their commute once. For example, an employee commutes to work at 8 AM and commutes home at 5 PM; they are not eligible for any mileage reimbursement for these trips. However, if this same employee has to leave home at 6:30 PM on the same day for an evening meeting, all the miles incurred to/from home that evening are reimbursable.
 - b. In order to receive reimbursement in the example noted in (a) above, the employee must enter both the commute trip that is not reimbursable and the evening trip that is reimbursable. For the evening trip, the user will need to override the mileage and include a note explaining that the commute mileage was already deducted earlier in the day.
5. Mileage incurred for personal business is not reimbursable.

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
SUBSECTION	EFFECTIVE DATE /	PAGE NUMBER
POLICY / PROCEDURE	AMENDMENT	/ REVISION
In-State Travel Processed Using the State's Mileage Reimbursement System	July 1, 2016	3 of 7

-
6. Travelers will be able to enter dates of travel no more than 120 days in the past and no more than 10 days in the future. Future dates may be entered but not submitted for payment.

C. Parking:

Employees can obtain reimbursement for parking while on official state business in the following circumstances:

1. Off-street parking in public or private parking lots. The traveler should obtain a validated receipt to support a claim for reimbursement.
2. On-street or off-street parking in metered parking spaces.
3. If the total reimbursement amount for parking for any single trip entered into the State's Mileage Reimbursement System exceeds \$5.00, an original validated receipt(s) must be submitted to support a claim for reimbursement.
4. For parking meters that accept credit or debit cards but do not supply a receipt at the point of sale, employees may submit a copy of their credit card statement for reimbursement. All non-pertinent information may be redacted from the credit card statement.

D. Tolls:

The state will reimburse for tolls paid to travel on roads and bridges in the following circumstances:

1. The toll is incurred for State business.
2. Original receipts are required for all toll reimbursement requests.
3. If an employee has a personally owned EZ-Pass transponder, a copy of the detailed account statement showing each individual toll must be submitted.

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
	A-46ET	
SUBSECTION	EFFECTIVE DATE /	PAGE NUMBER
	July 1, 2016	4 of 7
POLICY / PROCEDURE	AMENDMENT	/ REVISION
In-State Travel Processed Using the State's Mileage Reimbursement System		

4. For employees utilizing State vehicles, please refer to Accounts and Control Policy A-67 for information regarding the reimbursement of tolls.

E. Utilizing the State's Mileage Reimbursement System:

1. Travelers will be required to enter the following information for each trip:
 - a. Trip Date
 - b. Purpose of trip – specific information is useful for approvers.
 - c. "From" address
 - d. "To" address
2. Any overrides submitted to alter the distance calculated by the State's Mileage Reimbursement System must include a detailed reason that will be included in monthly reports to the agency's financial team and the Office of Accounts & Control.
3. For parking and tolls, total amounts requested must be entered into the corresponding fields. Tolls of any dollar amount and parking in excess of \$5.00 per trip require a receipt number to be entered. The same receipt number cannot be used on the same date by more than one traveler. If the receipt does not have a unique number stamped by the vendor, please use the date/time stamp in the following format: mmddyyyy hhmmss
4. All requests submitted via the State's Mileage Reimbursement System will be certified by the traveler by checking the box next to the following statement:

"I hereby certify that throughout the submitted dates I have maintained a valid operator's license and my personally owned or leased vehicle(s) has been registered and insured; that the mileage was incurred for official state business; that this travel expense complies with the state travel regulations and the total listed above is a proper charge against the state."

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
SUBSECTION	EFFECTIVE DATE /	PAGE NUMBER
POLICY / PROCEDURE	AMENDMENT	/ REVISION
In-State Travel Processed Using the State's Mileage Reimbursement System	July 1, 2016	5 of 7

-
5. Supervisors responsible for the daily assignment of the traveler will be responsible to approve all travel reimbursements submitted via the State's Mileage Reimbursement System. Supervisors will certify the following:
"I hereby certify that I have checked all the original supporting documentation related to the tolls and parking expenses incurred in the present request. To the best of my knowledge, the mileage was incurred for official state business, the travel expense complies with the State travel regulations, and the total listed above is a proper charge against the State."
 6. If a supervisor is no longer available to approve travel, either due to an extended leave of absence or reassignment, the traveler may submit a Service Desk ticket requesting a pending travel be "reassigned" to another supervisor. No reassignments will be processed without the submittal of a Service Desk ticket and without the verification of the absence of the initial supervisor. It is the employee's responsibility to update their user profile for future travel submissions.
 7. Responsibilities of the agency finance office or business office will include:
 - a. The agency CFO or CFO's designee will be responsible to assign individuals (the financial team) to each agency program
 - b. The financial team will assign the proper accounting to each submitted travel request and authorize reimbursement for payment via the State's Mileage Reimbursement System.
 - c. Each agency program will have a minimum of two finance individuals assigned.
 - d. Each member of the financial team will receive monthly reports via email regarding the overall agency usage of the State's Mileage Reimbursement System.
 - e. The agency will prepare internal procedures for the collection and retention of parking and toll receipts for future audit.

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
SUBSECTION	EFFECTIVE DATE /	PAGE NUMBER
POLICY / PROCEDURE	AMENDMENT	/ REVISION
In-State Travel Processed Using the State's Mileage Reimbursement System	July 1, 2016	6 of 7

8. Payment Processing:

- a. Travel requests for payment should be submitted no more frequently than once per calendar month.
- b. Travel requests for payment should be submitted no less frequently than once per calendar quarter.
- c. Travel requests cannot cross fiscal years. Therefore all travel must be entered and submitted for June before July travel can be entered.
- d. All payments will be deposited into the employee's primary direct deposit account in the payroll system.
- e. If for any reason an employee does not have an active direct deposit account, a check will be forwarded to Central Accounts Payable at the Office of Accounts & Control. The employee will need to make arrangements to pick up the check.

F. Conference Registration Fees:

Conference registration fees are an allowable expense when paid to attend conferences related to official state business. Whenever possible, the fee should be paid utilizing a state Purchase Card, or RIFANS Batch Payment (if credit cards are not accepted). Supporting documentation, including all appropriate approvals, must be submitted with Purchase Card reconciliation or RIFANS Batch Payment. If prepayment is not possible, a completed travel expense report (A-14X) must be submitted with all pertinent documentation attached to seek reimbursement.

G. Expenses Not Covered:

1. No meals or lodging will be allowed in connection with travel within the state, except when circumstances make this expense necessary. A complete written explanation of the circumstances that caused meals or lodging to be necessary, including signature of agency director, is required. These charges cannot be submitted via the State's Mileage Reimbursement System. A completed travel expense report (A-14X) must be submitted with all pertinent documentation attached.
 - a. Meals provided at conferences within the state are allowed if the cost of the meal is part of the conference registration fee.

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER
	A-46ET
SUBSECTION	EFFECTIVE DATE / PAGE NUMBER
	July 1, 2016 7 of 7
POLICY / PROCEDURE	AMENDMENT / REVISION
In-State Travel Processed Using the State's Mileage Reimbursement System	

- 2. The state will not pay or reimburse any costs, fines, penalties or assessments incurred by a traveler that resulted from violation of any federal or state law or local ordinances while operating a vehicle on official state business.*