

OFFICE OF ACCOUNTS AND CONTROL

OAC- IN-STATE MILEAGE REIMBURSEMENT POLICY

IN-STATE MILEAGE REIMBURSEMENT POLICY

REVISED AUGUST 2025

Division Contact:

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1. Background:

The Office of Accounts & Control is responsible for issuing policies regarding mileage reimbursement. In order to eliminate paper, streamline the approval process, and more accurately calculate mileage reimbursements due to employees, the Department of Administration will utilize the Expense Reimbursement module in the State accounting system to process mileage reimbursement.

2. Definition of Terms:

- a) **Spend Authorization:** Employee's request to expend state funds for State related travel.
- b) **Commuting Miles:** The distance between any employee's place of residence and his or her office.
- c) **Non-state employees:** Contractor, Vendor representative, or other individual who are accompanying a traveling state employee for State business.
- d) **Business Related Travel:** Travel arrangements that are directly related to the employee's business responsibilities or duties.

3. Scope:

Only employees who are paid via the State's Payroll System (State Employees) can be paid via the Expense Reimbursement module in the State's accounting system. Other individuals seeking mileage reimbursement such as volunteers, interns, or contractors should refer to this policy and utilize Form A-14V, as attached, for reimbursement.

1. Personally Owned Vehicles:

State personnel may be allowed reimbursement for the use of their personal vehicle 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.

2. Reimbursement for Mileage:

Those who are authorized to use their personal vehicles 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 shall utilize the Expense Reimbursement module in the State accounting system to enter the addresses to which he or she has traveled.

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- a. In the State accounting system, a Spend Authorization will be required. When creating the Spend Authorization, the employee shall choose Monthly Mileage from the dropdown menu.
 - b. When travel is deemed confidential, select an approved government or public building within a 2.6-mile radius of the actual address. Please refer to the Accounts & Controls website for a list of approved government or public buildings.
2. State accounting system shall use mapping software to calculate the shortest distance between the two addresses entered. Reimbursement will be based on this distance.
 3. In limited circumstances where the traveler did not drive the shortest distance, actual miles traveled may be reimbursed. Examples of such circumstances include:
 - a. Detour or accidents that require the traveler to take alternate routes.
 - b. Instances where another route actually takes less driving time than the shortest distances between the two addresses entered. These instances are expected to be rare.

In these circumstances, the traveler must provide additional information to justify the need for a longer route.

In RI ERP, when creating an Expense Report, the traveler will utilize the field "Trip Distance Including Diversions" to list the actual miles traveled. An attachment justifying the longer route must be attached.

4. No transportation costs will be allowed between any employee's place of residence and his or her assigned 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 any commuting 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

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the employee's office, then no reimbursement of mileage will be allowed. The employee must enter their usual commute miles in the State accounting system, and click the roundtrip button, if applicable.

- a. If an employee incurs commute mileage more than once in a calendar day, he/she will only need to deduct their commute mileage 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 leaves home at 6:30 PM on the same day for an evening meeting, all the miles incurred to/from home that evening business related appointment are reimbursable.
 - b. For the evening trip, the user will need to include a note in the memo field explaining that commute miles requested relate to an after-hours event.
5. Mileage incurred for personal business is not reimbursable.
 6. Employees will be able to enter dates of travel no more than 120 days in the past.

3. 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 employee 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 that is entered into State accounting system Expense Reimbursement module exceeds \$5.00, a validated receipt(s) must be uploaded 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 upload a copy of their credit card statement for reimbursement. All non-pertinent information may be redacted from the credit card statement.

4. Tolls:

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

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

5. Block Island Ferry Tickets:

The State will reimburse for Block Island Ferry tickets purchased by an employee in the following circumstances:

1. The ticket is purchased for State business.
2. Receipts are required to be uploaded for all ferry reimbursement requests.
3. Ferry receipts are for a same day round-trip purchase (overnight stays, if approved, are addressed in the Out of State Travel Policy and cannot be reimbursed using the Monthly Mileage Reimbursement System).

F. Utilizing the State accounting system Expense Reimbursement module:

1. Employees 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. For parking and tolls, total amounts requested must be entered into the corresponding fields. Tolls of any dollar amount and parking more than \$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 employee. 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
3. For Block Island Ferry tickets, total amounts requested must be entered into the tolls field. Ferry tickets of any dollar amount require a receipt number to be entered. The same receipt number cannot be used on the same date by more than one employee.
4. All requests submitted via the State accounting system Expense Reimbursement module will be certified by the employee by checking the box next to the following statement:

“I hereby certify that throughout the submitted dates I have

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maintained a valid operator's license, and my personal 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."

5. Supervisors responsible for the daily assignment of the employee will be required to approve all travel reimbursements and spend authorizations submitted via the State's Expense Reimbursement module.
6. 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 accounting system Expense Reimbursement System.
 - c. All receipts must be uploaded to the State accounting system Expense Reimbursement module.
7. Payment Processing:
 - a. Mileage 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 month.
 - 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 pick up the check.

G. 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 issued Purchase Card. Supporting documentation, including all appropriate approvals, must be submitted with Purchase Card reconciliation. If prepayment is not possible, a completed travel expense report must be submitted

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with all pertinent documentation attached to seek reimbursement.

H. 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 separate Spend Authorization must be submitted with all approved documentation.
 - a. Meals provided at conferences within the state are allowed if the cost of the meal is part of the conference registration fee.
2. ***The state will not pay or reimburse any costs, fines, penalties or assessments incurred by an employee that resulted from violation of any federal or state law or local ordinances while operating a vehicle on official State business.***

Signatures:

**Office of Accounts and Control
State Controller**

Date

Director of Administration

Date