

## Automobile Travel Policy

No transportation costs will be allowed between any employee's place of residence and his/her office. However, in connection with work-related field trips, when the distance between the employee's residence and his destination is **greater than** the distance between his residence and his office, the field trip mileage in excess of the mileage between the employee's residence and his office is reimbursable. In that instance, the travel voucher should contain the following special certification:

"I hereby certify that the above mileage is correct and was incurred for official state business; that the travel from my residence to the destination was greater than the travel between my residence and my official station."

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Signature of Traveler

If the distance from the employee's place of residence and his field trip destination is shorter than the distance between his residence and his office, no reimbursement of mileage will be allowed. **The employee is required to enter his actual odometer readings on the travel voucher whether traveling from his residence or from his office to and from the field trip destination.**

Examples:

Residence is in Coventry RI – mileage to RIC Campus is 22 miles. You have a work related meeting in Warwick. From your residence to Warwick is 9 miles. Since the 9 miles is shorter than your normal commute – no reimbursement is allowed.

Residence is in Coventry RI – mileage to RIC Campus is 22 miles. You have a work related meeting in Woonsocket. From your residence to Woonsocket is 35 miles. Since the travel is 13 miles longer than your normal commute – a reimbursement for 13 miles is allowed.

**If you are an employee that does not usually come to campus, you still must follow the rule, and will only be reimbursed for the mileage that is in excess of what your commute to the RIC Campus would be.**