

MILEAGE REIMBURSEMENT FAQs

Frequently Asked Questions

Why must we deduct commuting mileage?

The State Controller implemented the policy for all state employees to align with IRS regulations. Commuting mileage (from your home to your primary work location) is no longer reimbursed. This includes trips on weekends or days not normally worked.

What is commuting mileage and how do I calculate it?

Your roundtrip commute is the mileage from your home to Red Rocks Community College and back home. Document your normal one-way commute through one of three approved computer sites: <http://www.mapquest.com/>, <http://www.randomcally.com/mileage-calculator.do> , or <http://maps.google.com/>. MapQuest is preferred because it shows step by step route details, can show several destinations in the same trip and can be printed without the map or advertisements. To conserve paper and toner, it is not necessary to print the maps or to print in color.

Can I use my odometer reading from my car instead?

Your odometer reading from your car will not provide support for the Travel voucher. Please attach a printout from one of the three approved websites. They are noted above or on Tab 4 of the electronic reimbursement form. The mileage calculation may vary on all three sites and all may or may not vary slightly from your odometer. Feel free to choose whichever one you prefer and feel is most accurate.

What if I choose a different route?

When using the above internet sites, you can choose the route you actually took so your printout should approximate your actual mileage. You are not required to use the same route each time, but you are required to attach mileage support printout(s) to each Travel reimbursement request showing your actual travel.

What about standard locations? Has RRCC established standard mileage for certain common trips?

Yes. See Tab 4 of the electronic reimbursement request form for standard mileage to common locations. If claiming the standard mileage, you do not need to attach additional documentation.

I'm submitting 3 forms at the same time. Do I really need a printout of my commute with each one?

Yes, each travel reimbursement request form must "stand on its own." It must be complete with all required support before it will be processed. This is because it may not be processed by the same Business Services employee or even on the same day.

If I travel 4 times to the same location and am claiming all 4 trips on the same reimbursement request form, do I have to attach 4 copies of the same MapQuest printout?

No, if the trip is the same just reference the applicable dates on the MapQuest printout. We do need a MapQuest supporting the mileage for each location claimed, plus one for the commuting mileage with each Travel reimbursement request though. The only exception to this requirement is the list of standard mileages which requires no additional documentation.

I travel to the same locations routinely, do I need to create new support documents each time?

No, as long as the route is the same, you may save copies of support to use with subsequent vouchers.

If I submit 4 forms at the same time, does that mean I will get 4 checks?

No, all forms processed by Business Services in the same batch will be combined into one check. However, reimbursement for days submitted more than 60 days past the travel is considered taxable income and that reimbursement will be processed through a payroll check.

What if I need more lines?

Tab 3 was added to provide additional items for mileage only reimbursement. The total from Tab 3 is inserted on a separate line on Tab 2 and included in the total. You must print both tabs and include all supporting documents.

May I complete a separate Excel spreadsheet and then write “see attached” so I don’t have to complete multiple forms?

No. You must use the Excel template and complete all the cells within the template so that it calculates your reimbursement amount. A form with “see attached” that does not use the calculations in the form will be returned.

Do I have to wait until the end of each month to submit a mileage reimbursement request?

No. Feel free to work with your supervisor to determine when they would like to see your mileage request forms. We highly encourage you to submit more often – weekly or per trip. Please submit overnight trips separately since we monitor actual expenses against approved budgets.

Why does the form require three signatures? That seems really excessive.

This is not a new requirement. Since you are the person being reimbursed, your signature is required, certifying that your travel was completed only for business purposes and you are not being reimbursed from another source. Then, since you are basically acting as a vendor, two signatures are required just as they would be with an expense voucher paying a vendor for another type of service. One of those signatures must be your supervisor. If your supervisor is not the person responsible for your org (the org owner) you will need that person’s signature too-approving the expenditure of funds for which they are responsible. It takes a little time, but is required so the college complies with State fiscal and purchasing rules. Hopefully since the form now calculates for you and saves you a little time in that step, it won’t be too cumbersome.

I live about 20 miles away from the college and my trips are only 10 miles from my home.

As State employees, we are all subject to the policies established by the State Controller. If you physically visit RRCC before visiting your site, you will be reimbursed from RRCC to the site-the full 10 miles. The same is true on the return trip; you will be reimbursed from your site to RRCC if you physically drive to RRCC after your visit. If you start and end at home, you will be driving fewer miles than your normal commute. There is no need to list these trips as there will be no reimbursable miles.

What if I drive to the college before my site visit, but on the return trip I drive straight home, without going back to the college?

Calculate the total mileage from home to RRCC to the site and to home. Then deduct the roundtrip mileage of your normal commute. If the result is positive mileage, you may claim it for reimbursement. As an alternative, since you drove to the college, you can start the trip from RRCC to the site to home and then deduct a 1-way mileage commute.

The rate you reimburse for mileage is less than the allowed IRS rate. Why?

The rate paid for mileage is set by the State legislature at 90% of the prevailing IRS rate.

Since the State paid rate per mile is less than the IRS rate, can I deduct the difference on my tax return?

The 10% not reimbursed by the college for required trips may be a tax-deductible expense, if you itemize your deductions. Consult your tax advisor for details.

You may also read the following information, provided by the State Controller’s Office, for more information on the taxability of travel reimbursement.

<http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheader=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251600562373&ssbinary=true>

What if I forget to submit my Travel reimbursement request and don't get it submitted for a few months?

Travel reimbursement requested more than 60 days past the return date of the trip is taxable income. Business Services will calculate the taxable portion based on when the approved form reaches our office. Effective August 2015, the taxable portion will be paid through payroll. The non-taxable portion will continue to be reimbursed through an RRCC check mailed to your home. Reimbursement will most likely take longer through payroll, especially those paid only monthly.

I'm using the form but the mileage rate and calculation don't show properly.

The date must be entered in the format shown in the shaded header. Please make sure you are entering the date in the correct format. If the rate shows as "update", you are using a form that doesn't have the correct mileage rate listed. Please retrieve a new form from the portal that includes the latest approved rates. Rates usually change in January but may also change in July so the forms are designed for 6 months.

When can I expect to receive reimbursement?

We cannot control the amount of time it takes for the two approvals but once it gets to Business Services, we are committed to review documents within 48 hours and pass on to Accounts Payable unless there are questions or documentation missing that may delay it further. Check runs are only allowed once a week and checks are mailed to your home address. Please allow 10 business days for receipt once you know it has arrived in Business Services. If your reimbursement was taxable (past 60 days) then you will receive reimbursement through your next available payroll check.

Do I always have to start and end my trips from home?

You only include the mileage to/from home if you do not travel to RRCC prior to your first extra destination or you do not return to RRCC prior to returning home.

If I make multiple trips in the same day, can I be reimbursed for all the extra miles?

Yes, please make it clear that you made 2 or more trips the same day so that we don't think it was accidentally copied in error. All miles above your normal commute are reimbursed.

Who can I contact for more info? Where can I get help?

You may email Travel@rrcc.edu at any time. Several staff monitor this site to ensure timely responses. You may also phone Kim DeLongchamp--Travel Coordinator at 303-914-6217 or Judy Luhman--Travel Compliance Designee at 303.914.6226.

If you are unable you reach Kim or Judy, you may also contact Kathy Kaoudis--Controller at 303-914-6341.