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|  | <b>ACCOUNTING PROCEDURES</b><br><br>HARRIS COUNTY DEPARTMENT OF<br>EDUCATION | Reference:<br><br>DEE (LOCAL) |
| DATE DEVELOPED: 03/26/06  |  | REVISED DATE: 05/17/13        |
| SUBJECT: Personal vehicle mileage reimbursements (in-county)                      |  |                               |

**Purpose**

To provide guidelines for processing employees personal in-county vehicle mileage reimbursements.

**Procedure**

Personal vehicle mileage reimbursements are allowed for employees who have incurred travel related expenses while conducting business on behalf of HCDE in the state of Texas and within the boundaries of Harris County. Reimbursements will be paid at the current effective state mileage rate and may be adjusted accordingly. Division personnel are responsible for verifying funds are available before approving TMS transactions. Personal vehicle mileage reimbursements are requested and processed electronically through the Travel Management System (TMS).

**Method of pay**

Personal vehicle mileage reimbursements are processed via direct deposit.

**Required Documentation**

Employees are not required to submit documentation of proof for mileage, with their request for reimbursement. However, proof of insurance is required and must be submitted with the first request at the beginning of each fiscal year. Budget managers and supervisors are required to certify and approve that the travel is necessary and reasonable in accordance with state and federal guidelines. If mileage expense incurred is related to a particular case number or cause number, the employee should document that case number or cause number with the request.

***Authorized Signatures-Only the budget manager or authorized designee is allowed to approve and sign personal vehicle mileage reimbursements. Budget managers should ensure that the signature authorization form is updated at all times.***

**Responsibility of the Employee and Budget Manager**

All travel is subject to audit; therefore, budget managers may be required to submit additional information regarding employee travels during audit reviews.

Effective September 1, 2011, all travel reimbursements paid from **General funds** must be submitted within 30 days after the last date of travel and before September 15 of each fiscal year.

Mileage reimbursement expenses incurred that are charged to Special Revenue or grant funds may be requested through TMS no later than 30 business days after the last date of travel or no later than 15 days after the end of the grant period. (For example, an employee who is paid from grant funds traveled on July 13<sup>th</sup> and returned on July 16<sup>th</sup> and the grant ends on August 30, the reimbursement should be submitted and processed (paid) no later than September 15.

Allowable Expenses

- Parking fees
- Toll road fees

Supporting documentation needed

actual receipts, signed  
actual receipts, signed

Note: Notation of case number or cause number, if grant related

What to do when Funds are unavailable (budget exceeds balance)?

If you were notified that your personal vehicle mileage reimbursement was not processed due to funds unavailable, follow the steps below:

- (1) Contact your budget manager or designee;
- (2) Initiate a budget transfer and forward to the Business Office;
- (3) Confirm that the budget transfer was processed and ;
- (4) Notify an Accounts Payable specialist after the budget transfer/amendment has been processed

**Note: a payment will not be processed when there are no funds available.**

Automobile Insurance Coverage

Employees must submit a copy of their insurance at the beginning of each fiscal year with the first mileage reimbursement request. Proof of insurance is required before a mileage reimbursement request may be processed. **Employee's name must appear on the document for proof of insurance.** It is the employee's responsibility to ensure that the insurance is current.

Commute Miles

Commute mileage is the distance an employee drive between their residence and:

- (1) Their regular place of work-sometimes referred to as 'home base';
- (2) The first assignment of the day (where an employee starts work at different locations on different days of the week);
- (3) Each assignment if an employee works a split shift or
- (4) The first assignment when an employee telecommutes and their residence is the worksite.

Commute miles must be deducted on day trips. This cost is a personal commuting expense and **will not** be reimbursed-regardless of how far an employee's home is from their regular work-site.

If an employee works during his or her commute, commute mileage remains non-reimbursable. for example: Engaging in a business phone call during your commute does not change the trip from personal commute to a business commute. Employees shall comply with state law with regards to using a cell phone while driving. State law states that **using a cell phone while driving in a school zone is prohibited.**

If an employee has been directed to make a stop at a location to conduct business (pickup supplies or materials) on behalf of HCDE, those miles must be included in the total traveled miles. The employee should record mileage starting from his or her place of residence.

Telework Miles

Employees who have a telework agreement on file with Human Resources and are required to travel from their residence while teleworking to a meeting may have mileage reimbursed only after deducting the normal commute miles. For further information on teleworking and the telework agreement, please refer to the Teleworking Procedure located on the HCDE Portal in Human Resources procedure folder.

Processing Deadlines

Mileage reimbursement submitted through TMS are processed weekly provided that there were no TMS processing errors.