

Travel Procedures Policy- Trip Planning Table

Distance/Time (Round Trip)	Mode of Transportation	Payment method	Reimbursement Rate	Reminders
0-200 miles (above standard commute to/from JCU)	Personal Car	Out- of pocket expense subject to reimbursement via accounts payable	IRS standard mileage rate of \$.54 per mile	Reimbursement rate is inclusive of cost for gas, use of the vehicle and mileage incurred, and standard wear and tear. The employee is required to hold automobile insurance.
200-600 miles and less than 6 hours	Enterprise Rental Car (preferred method)	P-Card	Not applicable- P-card bill is paid directly by the University with supervisory approval of expense	Cost for gas for rental car can be reimbursed separately via P-Card.
200-600 miles and less than 6 hours	Personal Car	Out- of pocket expense subject to reimbursement via accounts payable	IRS standard mileage rate of \$.54 per mile for the first 200 miles, then \$.20 per mile from mile 200-400	Reimbursement rate is inclusive of cost for gas, use of the vehicle and mileage incurred, and standard wear and tear. The employee is required to hold automobile insurance.
600 miles or more than 6 hours	Airline flight	P-Card	Not applicable- P-card bill is paid directly by the University with supervisory approval of expense	Seek lowest cost coach airfare that does not cause significant time delays and is booked at least 14 days in advance
Cost/mileage to and from an airport	Ground Transportation (taxi, Uber, Lyft, shuttle or car service)	P-Card	Not applicable- P-card bill is paid directly the University with supervisory approval of expense	If P-card is not accepted by vendor, reimbursement will be issued via accounts payable