

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

|                              |           |                          |
|------------------------------|-----------|--------------------------|
| <b>Mileage Reimbursement</b> |           | <b>SOP #: FIN.014.00</b> |
| Effective Date               | 12.1.2021 |                          |
| Last Revision/Review         |           |                          |

### **1. Purpose**

To establish the BCOM Mileage Reimbursement Program, including policies and procedures for authorizing, reporting and reimbursing business-related use of personal vehicles.

### **2. Related Policy/Authority**

Policy B3011

### **3. Faculty/Staff Responsibilities**

Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal controls is implemented, GAAP is followed in all accounting, and that all external regulations and requirements for routine business transactions are addressed in the control and reporting structure. The VP of Administration/CFO is responsible to periodically review the structure and implementation of internal controls, and to regularly review all financial reports presented to the Ownership, the Board, the Debt Trustee, and any governmental agency or accrediting body.

The Controller is responsible for the implementation and oversight of these procedures.

### **4. Definitions/Abbreviations**

None

### **5. Procedural Steps**

1. Burrell College employees who use their vehicles for business purposes must have current and adequate automobile/liability insurance coverage. If transporting, business guests, clients or volunteers in their personal vehicle, prior Department Head approval is required.
2. Mileage will be reimbursed for the round-trip distance between the employee's work site and the location of the business function being attended, if the one-way mileage is in excess of 50 miles. If employees depart from or return to their home instead of their work site, only the miles in from the primary work site can be claimed as an expense. Identification of the primary work site for each employee will be determined by the Office of Human Resources.
3. Mileage amounts must be verifiable through the use of commercially available websites (i.e. Google Maps) using the 'shortest route' option. Also, the table Frequently Used Round-Trip Mileage posted on the College website can be utilized.
4. Other expenses such as parking will be reimbursed at the actual costs. Original, itemized receipts must be provided. Employees must document their travel on the Expense Reimbursement Form.
5. If mileage is submitted, gas receipts will not be reimbursed.

Please complete a BCOM Expense Reimbursement Report form to request reimbursement. Guidance for completion of this form is provided below:

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **Allowable Mileage Expense**

Examples of allowable business purposes include:

- Meetings
- Conferences/Presentations
- Travel between Burrell College work sites
- Hub site visits
- Classes and workshops if job related and approved by the manager

### **Unallowable Mileage Expenses**

Examples of unallowable business purposes include:

- Commuting between home and work site
- Elective continuing education
- Work-related errands (post office, picking up meals, etc.) which totals less than 50 miles per month. The Finance Office will review a pattern of excessive reimbursement claim under this category and seek approval of continuation from the Dean on a case-by-case basis.

### **Timing**

In order to comply with documentation requirements, a complete and accurate Expense Reimbursement Form for mileage must be submitted monthly.

### **Documenting the Location**

Enter the locations name in the Description section on the Expense Reimbursement Form, preface in the description 'Travel to XXXX'. It is important the number of miles claimed matches commercially available website for calculating mileage.

- If the location is a Hub, or other Burrell College work site, then no further information is necessary
- If the location in an infrequent destination, then enter the address and city
- If the location is a frequent destination, then enter the program name and provide the address

### **Documenting the Business Purpose**

Indicate the purpose of the travel as briefly as possible in the Purpose of Trip section on the Expense Reimbursement Form.

## **6. Reports/Charts/Forms/Attachments/Cross References**

Travel Requisition Form, BCOM Expense Reimbursement Report and Frequently Used Round-Trip Mileage:

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

[Burrell College of Osteopathic Medicine – Finance Forms \(burrell.edu\)](http://burrell.edu)

### **7. Maintenance**

Office of the Controller; updated whenever an external reporting requirement is added or changed.

### **8. Signature**

Signature on File

12.1.2021

VP Administration/CFO

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

| Revision Date | Subsection # | Summary of Changes | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|--------------------|---|---------------|
|               |              |                    |   |               |
|               |              |                    |   |               |