

Mileage Reimbursement Guidelines

General Information

- Calendar Year 2017 Mileage Reimbursement Rate: \$.47
- Mileage reimbursement may only be claimed for travel to locations related to your work. Detours over three miles for personal reasons should be subtracted from mileage reported.
- Any miles claimed must be based on GPS or odometer readings with enough information so that the claim may be audited against GPS systems for reasonableness (certain exceptions apply as specified in the examples below). Map miles are no longer applicable.

Mileage from home

The mileage calculation cannot begin at home unless home is the official duty station, or unless the distance from home to the first/last travel location is less than the distance from the official duty station to the first/last travel location. The lesser miles must be claimed.

Reporting mileage

Statute requires that actual miles based on a GPS be reported, rather than map and general vicinity miles. However, there are certain travel situations where GPS is not available or feasible, and where travel is not to any specific recordable address. A second page is being added to Form 19 for adding the necessary mileage detail. Page one of Form 19 should reflect a summary of miles claimed per day. Mileage detail will be reported on page two. The following scenarios provide examples of the correct way to report mileage.

Travel to specific addresses and a GPS is available – The travel claim should list miles as shown on the GPS. A GPS printout may be attached to the claim if available. Odometer readings are not required if mileage is based on GPS. The two examples below show the information that should be provided on the claim.

GPS USED - PRINTOUT ATTACHED

Beginning Location	Ending Location	Odometer Start	Odometer End	Miles Driven	Less Personal	Miles Claimed
See GPS printout				177	7	170
Total miles						170

GPS USED - NO PRINTOUT

Beginning Location	Ending Location	Odometer Start	Odometer End	Miles Driven	Less Personal	Miles Claimed
5005 N. Lincoln, OKC	500 W. Main Ada, OK			85	7	78
500 W. Main Ada, OK	2500 Mississippi Ada, OK			7	-	7
2500 Mississippi Ada, OK	5005 N. Lincoln, OKC			91	-	91
Total miles						176

Travel to a specific address and no GPS is available – The travel claim should list each location visited and the related mileage from the odometer reading. OMES will audit a sample of these mileage claims against a GPS for reasonableness.

ODOMETER USED

Beginning Location	Ending Location	Odometer Start	Odometer End	Miles Driven	Less Personal	Miles Claimed
5005 N. Lincoln, OKC	500 W. Main Ada, OK	24,600	24,685	85	7	78
500 W. Main Ada, OK	2500 Mississippi Ada, OK	24,685	24,691	6	-	6
2500 Mississippi Ada, OK	5005 N. Lincoln, OKC	24,691	24,777	86	-	86
Total miles						170

Travel throughout a location where addresses are not available (construction sites, environmental inspection sites, etc) – The travel claim should include at least three lines and more as appropriate. For example, if an employee is driving from Oklahoma City to Ada and then driving around Ada looking for construction in progress, the travel claim (documentation) would provide the following information:

NO ADDRESS AVAILABLE

Beginning Location	Ending Location	Odometer Start	Odometer End	Miles Driven	Less Personal	Miles Claimed
5005 N. Lincoln, OKC	Ada, Oklahoma	24,600	24,685	85	7	78
Around Ada, OK	Addresses not avail	24,685	24,787	102	15	87
Ada, OK	5005 N. Lincoln, OKC	24,787	24,874	87	-	87
Total miles						252

Travel to addresses that must remain confidential (an example would be DHS traveling to foster homes) – The travel claim would provide the following information:

CONFIDENTIAL ADDRESS

Beginning Location	Ending Location	Odometer Start	Odometer End	Miles Driven	Less Personal	Miles Claimed
5005 N. Lincoln, OKC	Ada, Oklahoma	24,600	24,685	85	7	78
Around Ada, OK	Confidential location	24,685	24,702	17	-	17
Confidential location	5005 N. Lincoln, OKC	24,787	24,874	87	-	87
Total miles						182