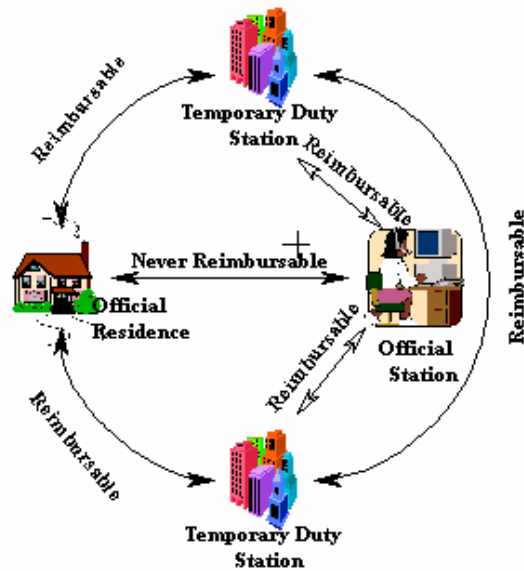


10.50.25.a

The following diagram depicts reimbursable and non-reimbursable privately owned vehicle (POV) mileage.



Daily commute transportation expenses between the traveler's official residence and official headquarters (or agency approved telecommuting site) is a personal obligation of the traveler and is not reimbursable by the state. All other miles driven on official state business are reimbursable.

Following are general guidelines and examples of Privately Owned Vehicle mileage reimbursement:

Rev. July 1, 2004

- Travelers may be reimbursed for miles driven between their official headquarters **or** official residence and a temporary duty station, whichever is less.
- Working during hours or days that the employee is not normally scheduled to work **does not** entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official headquarters.