



Administrative Regulation

MILEAGE REIMBURSEMENT

Policy #:	13.04
Effective:	02/27/2023
Revised:	06/27/2025
Owner:	Finance

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

PURPOSE:

The purpose of this administrative regulation is to define mileage reimbursement procedures for employees who drive a personal vehicle on City business.

SCOPE:

This policy applies to all drivers who meet eligibility requirements to drive a personal vehicle on City business.

POLICY:

It is the City’s policy to reimburse employees for mileage incurred when driving a personal vehicle on City business.

Mileage reimbursement is intended to cover all operating costs of the vehicle, including but not limited to fuel, maintenance, insurance, accidents, and traffic or parking violations Receipts for tolls and parking fees may be reimbursed separately from mileage reimbursement.

The City encourages carpooling and the use of City pool vehicles whenever possible.

PROCEDURE:

1. Eligibility

- a. Reimbursement is only authorized for City business travel, using the most direct route. Personal side trips are not reimbursable.
- b. If an employee departs from or returns to their home for any business travel instead of their ***work site***, only the miles exceeding the employee’s normal daily commute can be claimed for reimbursement.
- c. Employees are not eligible for mileage reimbursement for ***portal-to-portal*** travel.
- d. Mileage is generally not reimbursed for travel within the Springfield-Eugene Urban Growth Boundary (UGB) unless approved in writing by the department director, typically when no other public transportation options (such as a pool vehicle, bus pass, or carpooling) are available.
- e. Reimbursement in situations where an employee has access to a pool vehicle or other forms of transportation requires department director approval and will be reimbursed at fifty percent (50%) of the IRS standard mileage rate for miles traveled on official City business.

2. Employees who Receive Monthly Vehicle Allowance

- a. Employees who receive a vehicle allowance are generally not eligible to receive mileage reimbursement.
- b. Mileage reimbursement is allowable for only those miles traveled beyond thirty (30) miles from City Hall (For example: For a 120-mile round trip, the employee would deduct 60 miles from the total and be reimbursed for the remaining 60 miles.).
- c. Except for emergencies, employees receiving a monthly vehicle allowance are not permitted to use pool vehicles for travel less than sixty (60) miles round trip, except in emergencies.
- d. Employees who receive a vehicle allowance are not eligible to receive reimbursement for tolls or parking costs.

3. Reimbursement Request Procedure

- a. Employees shall submit an email requesting reimbursement to accounts payable in the Finance Department.
- b. The email must include a mileage calculation between locations using an online mapping source (e.g., Google Maps).
- c. If travel is within the UGB, the request must be emailed to the department director and then forwarded to Accounts Payable with the director's written approval.

4. Specific Q & A Case Examples

- a. Question: What mileage is reimbursable if I am required to stop at one location at the beginning of the workday to receive instructions, make a presentation or to pick up tools before reporting to my actual *work site*?

Answer: The journey from your home to the first location is not reimbursed since it falls under the *portal-to-portal* rule. However, mileage between the work assignment and the ***primary workstation*** may be reimbursable.

- b. Question: What mileage is reimbursable if I plan to travel to a meeting in Portland, but I want to drive directly from home instead of from my *primary workstation*?

Answer: Mileage would be counted from your home to the destination less the mileage of your regular commute. For example, a worker who lives in Albany travels to Portland for a conference. Their regular commute is 90 miles round trip and the travel from their home to Portland is 150 miles round trip. The worker would be reimbursed for 60 miles of travel.

DEFINITIONS:

Primary Workstation:

The location where the employee is regularly assigned to work. Occasionally, an employee may be assigned to split time between two official workstations.

Portal-to-Portal:

The employee's normal home-to-work and work-to-home travel. Portal-to-portal includes travel at the beginning and end of a single workday and during a lunch break.

Work Site:

Where the employee is temporarily assigned to work, separate from the primary workstation.

RESOURCES:

Administrative Regulations:

- [Driver Eligibility](#)
- [Personal Vehicle Use](#)
- [Use of City Vehicle](#)
- Travel Reimbursement

Links:

- [BOLI Travel Time & Mileage FAQ](#)
- [IRS Standard Mileage Rates](#)