

Lewis & Clark College Travel Policy

Use of Personal Vehicles: The College will pay a standard rate of 40.5 cents per mile for mileage driven during the period June 1, 2006 through May 31, 2007, and 48.5 cents per mile for mileage driven during the period June 1, 2007 through May 31, 2008. Reimbursement is provided for official travel by employees using their own vehicles. Mileage is to be based on the most direct route. The College does not reimburse employees for commuting between home and campus. (The college does not cover mileage for meetings on campus, or if your class is scheduled at an off-campus site.)

The mileage rate covers all costs of automobile ownership, operation and maintenance, including insurance. Employees' personal vehicles do not have coverage under the College's insurance policy when used for College business: the owner's insurance represents the only coverage available