Using Your Personal Vehicle for Business

Policy on Reimbursing for Using Your Personal Car for Business Travel:

- If you drive your own car on University business, you are reimbursed the applicable rate for each mile driven (changes every January).
- We compute your mileage using Google Maps.
- You are responsible for your own car insurance. If you are in an accident, your insurance is the primary coverage.

There are restrictions on what Washington State will cover in regards to travel locations:

Daily commute transportation expenses between the traveler's official residence and official duty station is a personal obligation of the traveler and is not reimbursable by the state. All other miles driven on official state business are reimbursable.

- 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 duty station.
- When an employee is assigned to work at more than one location within their official duty station, they may be reimbursed only for the local miles driven between the work locations.

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