

## FINANCE-002 Automobile Travel Reimbursements

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All Operational Policies are established pursuant to [ASUCBL 1111](#)

**Effective Date:** April 25, 2023

**Responsible Official/Body:** Chief Financial Officer

**Authorizing clause of Bylaws/Constitution:** [ASUCBL 1402§2.3](#) “The CFO shall ensure that units of the Association and Student Organizations remain within their budget, implement good business practices, and are fiscally accountable.” & [ASUCBL 1402§2.6](#) “The CFO shall serve as the chief liaison and coordinator for all third parties related to investments, accounting, auditing, and other professional financial services.”

**Summary:** ASUC-sponsored RSOs receiving ASUC funds may only request mileage reimbursements for automotive travel, rather than submitting reimbursements for gasoline expenses.

**Purpose:** Per campus and University policy, ASUC monies allocated to RSOs are intended to be used only for club-related expenses. The Internal Revenue Service (IRS) sets standards for mileage-based reimbursement for travel expenses incurred for business and other reasons. As the ASUC is reimbursing any automotive travel with ASUC funds for reasons relating to the business of an RSO, personal automobile travel shall now be reimbursed only on a mileage basis. This shall also prevent the “topping off” of a personal vehicle’s gas tank in an ASUC reimbursement after travel for RSO business related reasons.

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1. ASUC Financial Services shall verify that all automotive travel reimbursement requests transacting ASUC funds are for RSO “business” purposes.
  - a. Any travel expenses not directly related to RSO’s stated mission or activities shall be ineligible to be reimbursed with ASUC funds.
2. Eligible automotive travel reimbursements transacting ASUC funds shall be paid on a mileage basis. The purchase request shall clearly indicate each discrete trip for which reimbursement is requested, provide a copy of a map that marks the origin and destination of the trip, and show a verifiable calculation of the exact mileage of the trip as mapped. Screenshots or pictures of a vehicle’s odometer or trip odometer shall not be accepted as valid documentation.
3. The mileage rate used by the ASUC for reimbursement shall be the most recently published standard mileage rate for business travel by the IRS. ASUC Financial Services

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shall conspicuously display this most recent rate in purchase request forms and on finance instructions/training documents for recipients of ASUC funds.

4. Under no circumstances shall ASUC funds be used to reimburse gasoline expenses.
5. For the purposes of this policy, ASUC funds shall be defined as any funds originating from an account with fund code 3 and source code 4X (e.g., 3-40-20X, 3-41-20X, etc.) or a restricted grant account containing monies contributed by the ASUC (e.g., GSF grant giving account, CASSA fund award accounts).
6. No part of this policy shall be construed to prohibit the use of non ASUC-allocated monies for the reimbursement of automotive travel at a different mileage rate than what is set by the IRS or to reimburse gasoline expenses.