

CCS Administrative Procedure

5.30.01-H Vicinity Travel

Implementing Board Policy [5.30.01](#)

Contact: Manager of Employee Compensation, Travel & Accounts Payable, 434-5285

1.0 Purpose

Employees may use a personal vehicle while on official CCS business. These procedures cover the process to obtain reimbursement for use of a privately owned motor vehicle in official state business.

2.0 Limitations and Requirements

- 2.1 In order to be reimbursed for use of a personal vehicle for official CCS business, employees must complete a CCS safe driver training course provided by the CCS facilities department.
- 2.2 Vicinity travel mileage is reported using the vicinity travel online web application.
- 2.3 Reimbursement for the use of a personal vehicle on official state business will be reimbursed at a rate established by CCS up to the mileage reimbursement rate specified in OFM SAAM, Schedule A, [Subsection 10.90.20](#).

3.0 Faculty

- 3.1 Faculty, counselors or adjunct faculty assigned to teach or to provide counseling at a location outside a 15-mile radius from their official workstation may have their place of residence designated an official workstation by the administrative supervisor of the academic program.
- 3.2 The designation must be made in writing and in advance of claimed travel.
- 3.3 Once the designation is made, the faculty member is reimbursed for actual point-to-point mileage between the residence and the class site, less 30 miles per round trip.

4.0 Reimbursement

- 4.1 Submit an approved vicinity travel form monthly. If the amount to be reimbursed is less than \$10, the traveler should accumulate mileage for another month to save paperwork.
- 4.2 All vicinity mileage reimbursement will be paid on the employee's scheduled payday with the same method as the employee's payroll. Vicinity mileage reimbursement to CCS volunteers will be mailed to their home address.

5.0 Related Information

- 5.1 OFM State Administration and Accounting Manual (SAAM), [Chapter 10 – Travel](#).
- 5.2 OFM SAAM, Schedule A, [Subsection 10.90.20](#)
- 5.3 CCS Travel Webpage: [Commonly Used Vicinity Mileage Readings](#)