



Policy No. 110
 Dated: 6/1/2016
 Page 1 of 9

DEPARTMENT OF TRANSPORTATION POLICY/PROCEDURE

SUBJECT: VEHICLE MILEAGE REIMBURSEMENT	Effective Date: 6/1/2016	Commissioner Approval: Sponsor Approval: Deborah B. Stevenson, Director, Division of Budget Contact Telephone #: 609-530-2138
---	--	--

I. PURPOSE

The purpose of this policy is to establish effective, sensible, and fiscally responsible controls in the authorization of mileage, parking and toll charges for reimbursement of NJDOT employee private vehicle use for the discharge of State business.

II. DEFINITIONS

The words and terms used in this Policy and Procedure shall have the following meanings unless the context clearly indicates otherwise.

1. **Accounting Operations** – a unit within the New Jersey Department of Transportation, Division of Auditing and Accounting, reporting to the Director of Accounting and Auditing.
2. **Director** – a Department employee who has the responsibility for a unit within a Division and reports directly to an Assistant Commissioner or the equivalent.
3. **Division Pool** – a limited number of special use vehicles central to the function of, and assigned to, a specific Division.
4. **Employee-Driver** – a Department employee to whom a NJDOT State vehicle has been assigned on a temporary or permanent basis.
5. **Field Assignment – Infrequent/Irregular** – a Department employee who normally reports to an Official Work Station daily and is required to travel infrequently or irregularly to another location or field task.
6. **Field Assignment – Recurring** – a Department employee in a field position who does not report to an Official Work Station and is required to travel daily to another location or field task.
7. **Fiscal Year** – the State of New Jersey fiscal year begins on July 1 of any given year and ends 12 months later on June 30.
8. **Immediate Supervisor** – a Department employee who has responsibility for a unit or group and to whom an Employee-Driver directly reports.
9. **Indemnification** – the State of New Jersey, under the provisions of N.J.S.A. 59:10-1 et seq., will hold a State employee harmless while in the performance of official State business. In

Policy & Procedure

SUBJECT: VEHICLE MILEAGE REIMBURSEMENT	Effective Date: 6/1/2016	Policy No. 110 Dated: 6/1/2016 Page 2 of 9
--	---------------------------------	--

the event that a State employee is involved in a motor vehicle accident while operating a privately owned vehicle and within the scope of employment, the State of New Jersey will defend and indemnify the employee under the provisions of the statutes N.J.S.A. 59:10-1 et seq. and N.J.S.A. 59:10A-1 et seq. The exception to this defense and indemnification is where the State employee has committed a crime or other intentional wrong.

10. **Insurance** – The State of New Jersey is self-administered and self-funded for losses involving Auto Liability. All claims generated are handled by the Bureau of Risk Management, Department of Treasury with litigation support from the New Jersey Department of Law and Public Safety.
11. **MACS-E** - the State of New Jersey on-line procurement system that is used to enter NJDOT procurement actions. MACS-E also interfaces with the NJCFS state accounting system to properly manage the obligation of funds for pending purchases.
12. **Motor Pool Vehicle** – a NJDOT vehicle assigned to the vehicle fleet for use by all NJDOT Employee-Drivers.
13. **NJCFS** - the State of New Jersey's central fund accounting system that manages all state and federal resources.
14. **NJDOT Executive** – a Department employee holding the title of Deputy Commissioner, Assistant Commissioner, Chief Financial Officer, Inspector General, Executive Director, Director, or Regional Director.
15. **Official Work Station** – either the NJDOT headquarters in Trenton, or any one of the other NJDOT facility locations to which an employee is assigned. Each employee shall be assigned to an Official Work Station on the basis of the divisional unit, region, or district, to which the employee is assigned.
16. **Private Vehicle** – a privately owned four (4) wheel vehicle.
17. **Travel Coordinator** – a Department employee who is designated by the Division Director for maintaining all vehicle and mileage reimbursement documents for employees within their Division and for ensuring that all records are current.

III. **POLICY**

A. **Official Work Station and Standard Deduct**

1. Deduct Category

For "Field Assignment-Infrequent/Irregular" reimbursement for transportation costs to a temporary station, field task, another office or headquarters shall be limited to mileage exceeding the normal round trip distance from Employee-Driver's residence to the Official Work Station. If travel is by mode other than private automobile, reimbursement shall be

Policy & Procedure

SUBJECT:		Policy No. 110 Dated: 6/1/2016
VEHICLE MILEAGE REIMBURSEMENT	Effective Date: 6/1/2016	Page 3 of 9

based on total travel cost from home to the temporary station less total normal travel costs from home to Official Work Station.

For "Field Assignment-Recurring" the standard deduct will be 22 or 32 (as appropriate) standard round trip miles per day.

2. Employees hired prior to January 1, 1976 or returning to NJDOT via special reemployment lists in existence prior to January 1, 1976 shall deduct as standard 22 miles daily as specified herein.
3. Employees hired after December 31, 1975 shall deduct as standard 32 miles daily as specified herein.
4. Employees who live and work in the same region, district, or area or in different regions, districts, or areas as of June 30, 1976, shall apply the appropriate standard deduct to actual round trip distance between the Employee-Driver's home and job site, except as noted in #5 below. The employee shall report no travel to job mileage if the travel is less than the appropriate standard deduct.

NOTE: Employees who reside out of the State of New Jersey will be required to travel to the region of assignment and apply the standard deduct from the regional boundary in which they are employed.

5. For employees who live and work in different regions or districts as a result of exercising seniority rights, reimbursable mileage shall be processed in accordance with the following:

If the employee lives and works in different regions or districts by choice exercised after June 30, 1976, the employee shall apply the appropriate standard deduct to the actual round trip distance between the region, or district boundary and the job site.

6. Employees who are assigned to another region or district by the NJDOT's directive, shall be entitled to reimbursable mileage and shall be processed in accordance with #4 above.
7. Employees shall receive full reimbursement for all on-the-job mileage, while in the performance of official State business and subject to the deductions in #1 above.
8. Full mileage reimbursement (no standard deduct) will be allowed subject to the conditions as follows:
 - a. Necessary job related travel during other than regular working hours when a State vehicle is not available.
 - b. Call backs to any work location other than the Employee-Driver's Official Work Station.
 - c. Any emergency situation that requires an employee to be called in after returning home, on holidays, Saturdays, or Sundays if it is not part of the employee's workweek regardless of the availability of a State vehicle.

Policy & Procedure

SUBJECT: VEHICLE MILEAGE REIMBURSEMENT		Policy No. 110 Dated: 6/1/2016
		Effective Date: 6/1/2016
		Page 4 of 9

NOTE: If the travel is an extension of the normal workday, the standard deduction still applies.

9. Mileage reimbursement for privately owned vehicles will not be authorized for staff training, conferences, or seminars, except when a manager requires an employee to attend an NJDOT sponsored program which would benefit both the NJDOT and the employee, and an NJDOT vehicle is not available. The employee must show documentation in the form of an email from the requested Motor Pool that a satisfactory pool vehicle was not available on the date(s) for which mileage reimbursement is being sought.

NOTE: Employees receiving tuition aid are not eligible for mileage reimbursement for travel to educational facilities.

10. Transportation for follow-up medical visits for those employees on Sick Leave Injury (SLI), or those employees who have returned to work after an on the job injury is referenced in Policy and Procedure No. 517, "On the Job Injuries".
11. Mileage reimbursement for a privately owned vehicle will not be authorized for travel related to interviews resulting from job posting notices or for promotional job interviews.

B. Allowable Mileage, Toll and Parking Reimbursement

1. Use of a State-owned vehicle is the preferred means of ground transportation. Mileage reimbursement for the use of a personal vehicle is not permitted when a State-owned vehicle is available.
2. If a State-owned vehicle is not available on designated travel days, a personal vehicle may be used for official business.
3. Mileage allowance in lieu of all actual expenses of transportation is allowed for an employee traveling by his own automobile on official business at the rate authorized by the State Appropriations Act/OMB Circular Letter, provided such mode of travel is previously approved by a DOT Executive.
4. Normal commutation expense must be deducted when calculating mileage allowance unless otherwise specified in these regulations.
5. Parking and toll charges are allowed in addition to mileage allowance.
6. Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of transportation.
7. An employee who is authorized to use a privately owned vehicle for State business may elect not to transport other employees of the State except that this election must be

Policy & Procedure

SUBJECT:		Policy No. 110 Dated: 6/1/2016
VEHICLE MILEAGE REIMBURSEMENT	Effective Date: 6/1/2016	Page 5 of 9

communicated in advance of any travel assignment, thus providing sufficient notice for planning purposes.

8. When the State requires an employee to be medically examined by a State designated doctor or medical facility, travel expenses, not inconsistent with the Travel Regulations of the State shall be paid in the same manner and under the same conditions as other travel expenses. An employee attending such examination shall do so without loss of pay for necessary time of such attendance and necessary travel time appropriate thereto if during normal working time.
9. All employees using privately owned cars in the performance of their duties for the State of New Jersey must present a State of New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the New Jersey Department of Banking and Insurance and the card must be made available to a DOT Executive before authorization is given to employees to use their privately owned vehicles.
10. Employees who are out-of-state residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

C. Misuse of Mileage, Toll and Parking Reimbursement

If mileage reimbursement is misused in any of the following ways, disciplinary action will be taken:

1. Misrepresenting the travel distance between an Employee-Driver's home location and a work related destination.
2. Falsifying any records related to the availability of a State-owned vehicle, the distance traveled to a work related destination or any other record or documentation related to authorized mileage reimbursement.

IV. PROCEDURE

A. Requesting Mileage, Toll and Parking Reimbursement Authorization

1. An employee seeking mileage, parking and/or toll reimbursement authorization must complete Form AD-48, "Reimbursable Vehicular Mileage Authorization", and submit the original and one (1) copy of the completed form along with a copy of insurance documentation and valid driver's license to his/her immediate supervisor.
2. The Immediate Supervisor shall review Form "AD-48, "Reimbursable Vehicular Mileage Authorization", and verify that the employee has provided the required information and validate that the reason for the request and anticipated reimbursement conform to current criteria established by the NJDOT for mileage reimbursement.

Policy & Procedure

SUBJECT:		Policy No. 110 Dated: 6/1/2016
VEHICLE MILEAGE REIMBURSEMENT	Effective Date: 6/1/2016	Page 6 of 9

3. Upon approval the immediate supervisor will sign and date Form AD-48, "Reimbursable Vehicular Mileage Authorization", and forward the original and one (1) copy to the Bureau Manager or Division Director as appropriate.
4. The employee's Bureau Manager or Division Director will review Form AD-48 for applicability to unit objectives and completeness and approve or disapprove the mileage reimbursement.
5. If approved, the Bureau Manager or Division Director will sign all copies of Form AD-48, "Reimbursable Vehicular Mileage Authorization", and indicate the effective date of authorization.
- 5a. If approved, the original Form AD-48, "Reimbursable Vehicular Mileage Authorization", shall be kept on file by the Travel Coordinator and the copy forwarded to the employee's immediate supervisor via the employee's manager.
6. If disapproved, indicate the reason and return all copies of Form AD-48 "Reimbursable Vehicular Mileage Authorization", to the employee via the immediate supervisor.

B. Reporting Authorized Mileage, Toll and Parking Expenses

1. An employee authorized to receive reimbursement shall complete Form AR-54-2, TV "Travel Expense Invoice", and the attached supplemental "Expense Distribution", on a monthly basis, reporting all authorized reimbursable vehicular mileage, parking and/or toll reimbursement. Only the official Department Form AR-54-2 as found on the DOT Intranet Forms webpage will be used.
2. The employee must provide documentation in the form of an email from the Bureau of Equipment, Maintenance and Operations and the Division Pool, (if applicable), that a vehicle was not available on the date(s) for which mileage, parking and/or toll reimbursement is being sought.
3. The employee shall forward the completed Form AR-54-2 "Travel Expense Invoice", to his/her immediate supervisor for approval by the tenth calendar day of the following month for which the charges were incurred.
4. The immediate supervisor will review the form and supporting documentation and upon approval, sign Form AR-54-2 "Travel Expense Invoice", on the front, and also the attached supplement on the reverse side titled "Expense Distribution", in the space provided under "Recommended for Approval". If any expenses are disapproved, the entire form will be returned to the employee for appropriate editing or documentation.
5. The immediate supervisor will forward the approved Form AR-54-2 "Travel Expense Invoice", to the next higher level of supervision for review and approval.
6. The next level of supervision will review and counter sign the supplemental "Expense Distribution", on the reverse side of Form AR-54-2, "Travel Expense Invoice", in the space provided, "Recommended for Approval".

Policy & Procedure

SUBJECT: VEHICLE MILEAGE REIMBURSEMENT		Effective Date: 6/1/2016	Policy No. 110 Dated: 6/1/2016
			Page 7 of 9

7. If the Employee-Driver utilizes mass transit facilities by purchasing weekly or monthly commutation tickets or participates in a car pool as a daily regular mode to commute to work, and the Employee-Driver's immediate supervisor requests that the employee travel temporarily to another work site or assignment, the following certification, signed by a DOT Executive, must be attached to Form AR-54-2:

Employee Name _____ Employee ID # _____
Employee Address _____

I hereby certify that the claimant normally travels to his/her regular place of employment by mass transit facilities using a weekly/monthly commutation ticket or by car/van pool and that no reduction of commuting costs results from the claimant's non-use of such facilities on the dates for which full mileage or other reimbursement is claimed.

Signature _____
Title _____

8. Form AR-54-2 will then be forwarded to the Unit Travel Coordinator for review and keying of the document online in NJCFS/MACSE and bringing the status line in the MACS-E transaction to F29.
9. The Unit Travel Coordinator will forward the Form AR-54-2 "Travel Expense Invoice" to the Bureau of Accounting Operations for document approval. All supporting documentation, including receipts and verification that a State vehicle was not available shall be kept on file by the Travel Coordinator. Only the completed Form AR-54-2 is to be forwarded.

NOTE: Travel requests for the current state fiscal year must be submitted to Accounting Operations no later than July 10th of the current state fiscal year. Travel requests submitted after July 10th of the state fiscal year in which the expenses were incurred are not reimbursable.

V. RESPONSIBILITIES

A. Employee-Drivers

1. Prepare Form AD-48, "Reimbursable Vehicular Mileage Authorization", and obtain authorization prior to using a privately owned vehicle for official State business.
2. Prepare FORM AR-54-2, "Travel Expense Invoice", and provide the required documentation to verify the expenses declared.
3. Have a valid driver's license while in the performance of official NJDOT business.

Policy & Procedure

SUBJECT: VEHICLE MILEAGE REIMBURSEMENT	Effective Date: 6/1/2016	Policy No. 110 Dated: 6/1/2016 Page 8 of 9
--	---------------------------------	--

4. Maintain insurance for personal liability in the minimum amounts of: twenty-five thousand dollars (\$25,000.00) for each person; fifty thousand dollars (\$50,000.00) for each accident; and ten thousand dollars (\$10,000.00) property damage for each accident.

NOTE: The minimum insurance coverage mentioned above is required by the State, as published in the current "Agreement" of the Communications Workers of America (CWA) handbook, and confirmed by the Bureau of Risk Management, Department of the Treasury.

B. Immediate supervisors

1. Verify that the employee has a legitimate need to use a State vehicle.
2. If no State vehicle is available, verify that the employee has a legitimate need to use their private vehicle for official State business and that a State vehicle was not available at the time the employee's private vehicle was used.
3. Verifying the accuracy and authenticity of supporting documentation of the mileage reported on Form AD-48, "Reimbursable Vehicular Mileage Authorization."

C. Managers

1. Review and approve or disapprove Form AD-48, "Reimbursable Vehicular Mileage Authorization."

D. NJDOT Executive

1. In the absence of a Manager, review and approve or disapprove Form AD-48, "Reimbursable Vehicular Mileage Authorization."
2. If applicable, attach a certification stating that the Employee-Driver normally travels to his/her regular place of employment by mass transit facilities using a weekly/monthly commutation ticket or by car/van pool and that no reduction of commuting costs results from the claimant's non-use of such facilities on the dates for which full mileage or other reimbursement is claimed.
3. Ensure that their respective directors and managers are complying in all respects with this Policy and Procedure.

E. Travel Coordinators

1. Review all vehicle and mileage reimbursement related documents for accuracy and compliance with this Policy. The forms shall include, but may not be limited to: AD-48, AR-54-2, and all required supporting documentation.
2. Review and key Form AR-54-2 online in NJCFS/MACS-E and bring the status line in the MACS-E transaction to F29.

Policy & Procedure

SUBJECT:		Policy No. 110 Dated: 6/1/2016
VEHICLE MILEAGE REIMBURSEMENT	Effective Date: 6/1/2016	Page 9 of 9

3. Sign the approved package and forward to Accounting Operations.
4. Maintain all vehicle mileage reimbursement related documents for all employees within the Division in order to comply with the records retention schedule.

F. Accounting Operations

1. Review the document keyed into MACS-E by the Travel Coordinator and bring the status line in the MACS-E transaction from F29 to F36.

VI. AUTHORITY

- A. State of New Jersey, Department of Treasury Circular No. 12-14-OMB, "Travel Regulations" (June 25, 2012)
- B. NJDOT Policy No. 109, "Vehicle Assignment and Use Policy" (June 1, 2016)
- C. CWA Contract, Article 31