

ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources

Sub-unit: Maryland Cooperative Extension – Field Operations

Subject: Travel Policy – MCE Field Faculty – Dual or Multi-County Assignment

Effective Date: Fiscal Year 2005

A. Purpose

All dual or multi-county assigned field faculty are assigned one County as their home office and as such are eligible for mileage reimbursement from their home county office to the other county office. This applies to both dual and multi-county assignments.

B. Procedure

This reimbursement will be based on the distance from the home office to the other assigned office at the University approved full mileage rate. If such a faculty member goes to or from home to the non-home office the mileage reimbursement rate would be based on the distance from their residence to that office minus the normal commute mileage to the home office.

Example: Your normal commute to the home office is 10 miles and the distance to the secondary office from your residence is 15 miles. The distance between the two offices is 12 miles. If you leave your residence and travel to the home office, this would be normal commute mileage not allowable for reimbursement (Internal Revenue ruling). If you leave the home office and travel to the secondary office, reimbursement for 12 miles is reimbursable. If you leave the secondary office and travel to your residence, reimbursement for 5 miles is allowable (normal commute miles would be deducted from the total mileage).

All other University, College, Maryland Cooperative Extension mileage reimbursement policies would remain in effect for program/teaching related travel. See Maryland Cooperative Extension Policies and Procedures manual. Board of Regents approved.

C. Contact

Further questions can be directed to the Regional Extension Director for the appropriate Region or the Assistant Dean for Finance and Management.