



FY16 Intercampus Mileage

Kennesaw State University employees traveling on approved University business between the Kennesaw and Marietta campuses are eligible for reimbursement for mileage in excess of normal daily commute miles. This mileage rate covers depreciation, maintenance, repairs, gasoline, oil, insurance and vehicle registration fees.

Please click on the link below for detailed information on KSU, state and Board or Regents travel policies:

- [TRAVEL](#)

Category of Mileage	Kennesaw and Marietta Campus Employees	Notes
Method of reimbursement	Travel Expense report to be submitted via Concur.	
Frequency of submitting travel reimbursements	One accumulated reimbursement per month totaling \$25 or more.	
Purpose of Trip	An agenda and/or invitation email or memo indicating the business purpose is to be submitted via Concur.	
Trip begins or ends at an employee's residence	Daily commute miles must be deducted from the total miles of the trip.	A print out of MapQuest or Google maps must be attached to the report to support the number of miles between campuses as well as commute miles, if deducted.
Standard mileage reimbursement between KSU and Marietta campus	10 miles one way.	Effective January 1, 2016, the current Tier I rate for personal car mileage is \$ 0.54 per mile. Rates are subject to change by SAO notification.
Number of travel reimbursements to be submitted	One accumulated reimbursement per month.	
Reimbursement of state tax	Eligible for reimbursement.	Proof that expense could not be paid directly via the university may be required.

*Please note that head of departments make the final decision to approve intercampus mileage reimbursements based on the department's budget.