

UAM OPERATING PROCEDURE 340.4  
RE: Travel Between UAM Locations

July 3, 2007

Revised: July 1, 2011

Revised: February 3, 2020

This document provides additional guidance pertaining to transportation expense and mileage reimbursement between the University of Arkansas at Monticello's locations of McGehee, Crossett, Warren, and Monticello.

I. Definitions

Official Station is the geographic location or address where the employee normally reports for duty and/or spends the majority of their work time. If an employee works equally (one-half and one-half) at two UAM sites, the supervising Executive Council Member shall determine the Official Station.

Official Residence is the location where the employee has an abode or dwelling place or their Tax Home as explained below.

Tax Home is, as defined by the Internal Revenue Service, generally your regular place of business or post of duty, regardless of where you maintain your family home. This may be your Official Residence for University reimbursement purposes.

Commuting Expenses are the costs of driving to and from your Official Station and your Official Residence.

Temporary Work Location is defined as expected to last no more than one year or less. This would normally be semester by semester appointments or appointment at the location that are one year or less.

Full time regular benefit-eligible appointments at a location, unless specifically designated, are not temporary and generally would not qualify for mileage reimbursement.

II. Private Vehicle Mileage Reimbursement Rules

A. Commuting Expenses will not be reimbursed.

B. Transportation Expenses between the travel site destination or the Temporary Work Location and the employee's Official Station or Official Residence must be computed using the shorter distance if the employee is leaving from the Official Residence.

C. Employees assigned to a Temporary Work Location outside their Official Station will

receive reimbursement for transportation expenses to and from that Temporary Work Location.

- D. Full-time regular benefit-eligible employees may be assigned to two or more UAM locations and be assigned multi Official Stations. Such assignments shall be a condition of employment. The UAM Travel Administrator shall be notified in writing of such assignments.
- E. An employee working at two or more UAM locations during one day is generally eligible for reimbursement to the work location not designated as the Official Station.

Sources: -State of Arkansas Travel Regulation, Effective Date – January 1, 2003.  
Internal Revenue Service Publication 463: Travel, Entertainment, Gift, and Car Expenses.