

FLAHIVE, OGDEN & LATSON

Advisory No. 24

TOPIC: TRAVEL EXPENSES

The Commission has now adopted Rule 134.6, effective September 2, 1991, which requires travel reimbursement for reasonable and necessary medical care under the new law. Travel reimbursement may include mileage, food and lodging.

Mileage is only reimbursable using the shortest route between two points and must exceed 20 miles, one way. Otherwise, mileage is not reimbursable under the new rule. If the mileage, using the shortest route between two points, exceeds 20 miles, one way, then the entire amount of mileage round trip is reimbursable at the rate of 25 cents per mile for all mileage incurred between 09-01-90 and 08-31-91. Mileage incurred on or after September 1, 1991 is now reimbursable at 27.5 cents per mile according to the latest State Appropriations Bill.

A mileage reimbursement request must be submitted to the carrier in writing and it must itemize the mileage traveled and any other expenses incurred. All additional expenses must be documented with receipts. If the employee pays more for food and lodging than the current rate allowed for state employees, the carrier may reduce the reimbursement to that allowed for state employees. Further information concerning the allowance for state employees should be forthcoming from the Commission in the near future.