

3.3.2.a2p. Central Georgia Technical College Mileage Reimbursement Procedure



Employees must email the Business Office at vehicles@centralgatech.edu to request a vehicle from their home campus or center. If a state vehicle is not available, the Business Office will email the employee stating that a vehicle is not available and provide a Personal Vehicle Use Authorization form. The employee must then use the rental car comparison tool located on the web at <http://ssl.doas.state.ga.us/vehcostcomp/> to determine if a rental car is the most efficient method of travel. If it is determined that a rental car is the most efficient method of travel, the employee should reserve a rental vehicle utilizing Concur. If it is determined that a personal vehicle is the most efficient method of travel, the employee must attach the Personal Vehicle Use Authorization form from the Business Office along with the rental car comparison to their travel reimbursement request in Concur in order to receive the mileage reimbursement rate. This rate is subject to change based on the federal travel regulations and notification by the State Accounting Office (SAO).

If a state vehicle is available, or if a rental car is shown to be the most efficient method of travel and the employee chooses to drive their personal vehicle, the employee will not receive a reimbursement for mileage.

References:

TCSG Policy 3.3.2 Use of Vehicles

TCSG Procedure 3.3.2p Motor Pool

[State of Georgia Travel Regulations](#)

[O.C.G.A. 50-5B-5 – Rules and Regulations Governing Travel](#)