



Expense and Mileage Reimbursement Policy

Mileage Scenario	State Vehicle Is Available	State Vehicle Is Not Available
Drives Under 650 miles in a month	Full Reimbursement: • Reimbursed for all miles at the Full Rate	Full Reimbursement: • Reimbursed for all miles at the Full Rate
Drives Over 650 miles in a month	Split Reimbursement: • First 650 mi at Full Rate • Remaining mi at Half Rate	Full Reimbursement: • Reimbursed for all miles at the Full Rate