

ORISE RESEARCH PARTICIPATION AT THE CDC

HOW TO OBTAIN REIMBURSEMENT FOR PRIVATE VEHICLE MILEAGE AND PARKING

Mileage reimbursement and parking for private vehicles may be obtained for frequent and recurring **intracity** travel between business locations provided participants have the written approval from their CDC coordinator. Reimbursement for personal travel or the normal cost of commuting to and from the participant's work location(s) **will not be authorized**.

Do not use this form for claiming private vehicle mileage or parking that is related to travel for which a Travel Authorization Reservation form (TAR) will be or has been submitted.

Approval

The attached form must be: (1) signed by the traveler, (2) have appropriate CDC approvals, and (3) faxed to ORISE (fax information is listed at the bottom of the form).

Reimbursement and Insurance

Reimbursement for private vehicle mileage will be at the current rate (effective January 1, 2004, the rate is 37.5 cents per mile). Reimbursement for parking will be authorized only when receipts are provided. Mileage reimbursement is in lieu of operating costs and includes the cost of the individual's automobile liability insurance. **ORAU does not assume insurance responsibility** for the use of private vehicles even when the traveler is authorized to use their private vehicle for official business.

To request reimbursement, the attached **Private Vehicle Mileage and Parking Reimbursement** form must be completed and submitted (preferably on a monthly basis).

