

## MILEAGE POLICY FOR PERSONAL CAR

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**Division:** Finance & Management

**Responsible Office:** Accounts Payable & Travel Services

**Date Established:** 01/01/2013

**Date Last Revised:** 05/14/2026

**Date Posted to Library:**

04/01/2016

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### **POLICY SUMMARY**

This policy provides guidance for use of the most cost-efficient means of authorized vehicular travel in the best interests of New York State.

### **POLICY STATEMENT**

The purpose of SUNY Buffalo State travel policies is to ensure that all authorized travel is conducted in the best interests of New York State. By providing policies related to travel procedures, SUNY Buffalo State instructs travelers in the use of the most economical means of travel.

Travelers may use their personal automobiles for close proximity trips. On long trips, the use of a personal vehicle is not the most cost efficient means of travel. For this reason, personal vehicles may be used only for trips less than or equal to 300 miles each way, or 600 miles round trip. Use of a rental vehicle or common carrier is required for trips that exceed 600 miles round trip.

The traveler is responsible for using the most economical means of travel and submitting appropriate documentation to the Accounts Payable & Travel Services Office for reimbursement. When a traveler does not provide documentation, or does not use the most economical means of travel, the traveler's expenditures may not be fully reimbursed. The New York State Office of the State Comptroller (OSC) directs that the final decision regarding travel reimbursements is made by the Accounts Payable & Travel Services Office.

### **APPLICABILITY**

This policy applies to employees of SUNY Buffalo State.

### **RELATED INFORMATION**

**Related Link:**

[State of New York Office of the State Comptroller: Travel Manual](#)

## **MILEAGE POLICY FOR PERSONAL CAR**

### **CONTACT INFORMATION**

Accounts Payable & Purchasing  
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### **APPROVAL**

Approved prior to 2016

### **REVISION HISTORY**

**Date of change:** 03/30/2015

**Brief description of edit:** Adapted to standard template

**Date of change:** 05/14/2026

**Brief description of edit:** Adapted to ADA compliant template