

Carpooling Policy
Georgia Cooperative Extension County Operations
Adopted June, 2008

In an effort to conserve energy and limited travel funds, the University of Georgia Cooperative Extension will adopt the following policy effective July 1, 2008:

For state funded travel by county agents and other county level Extension employees, carpooling will be encouraged whenever possible. Whenever it is possible and practical to carpool to district and state level meetings, District Directors will be authorized to reimburse mileage as follows:

- If two or more employees travel in a personal vehicle together, then the driver will be reimbursed at the full state mileage reimbursement rate (currently \$0.505 per mile).
- If an employee chooses not to carpool and travels alone, then he/she will be reimbursed at a lower rate. This rate will be equivalent to the rate that UGA allows for individuals who drive a personal vehicle when it is deemed that use of a state vehicle is the preferred mode of transportation (currently \$0.285 per mile).

Exceptions – In these circumstances this policy will not apply and the employee will receive the full reimbursement rate:

- On such occasions when it is not possible or practical to carpool, such as when no one else in the area is travelling to the same meeting.
- When there are extenuating circumstances such as when the employee will be travelling to another location after the conclusion of the 1st meeting or if the employee has personal issues that prevent him/her from leaving or returning at the same time as the other employees. The DED must be notified of these situations ahead of time and give prior approval in writing before full reimbursement can be considered. If the reason for the exception is a personal issue then the employee must describe the nature of the personal issue to the DED so that the DED can make a judgment as to whether or not the circumstance constitutes a suitable excuse. Repeated requests for exceptions will likely result in a denial.
- If the employee must drive to a central location to meet other employees for carpooling then the mileage to and from the meeting place will be reimbursed at the full rate.

In all cases, it will be the decision of the District Director as to whether or not exceptions to this policy will be granted

It should be noted that when an employee leaves from their residence to travel to a meeting, they are required by UGA policy to deduct the mileage that they would normally travel in commuting to their office from the mileage that they submit for reimbursement.