



Mileage Reimbursement

SGA Policy #23

Clubs and organizations, recognized by the Student Government Association and funded through the Student Activity Fee, may use their budget lines to reimburse club members and/or advisors for mileage incurred by the use of privately-owned vehicles while traveling for official club purposes.

Mileage shall be reimbursed at the current state reimbursement rate. All mileage shall be recorded on a Mileage Reimbursement Form approved by Student Government and SUNY Cobleskill Business Office. A separate form shall be used for each vehicle. Forms may be submitted at any time so long as the reimbursement amount is greater than or equal to five dollars.

Commented [SC1]: SUNY Cobleskill Business Office

The starting point for all travel should be the college campus. If an alternate location is used as the starting point, then you will be reimbursed for mileage from that location only if the mileage to the destination is equal to or less than the mileage from the campus to the destination.

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