Mileage allowance for use of private vehicles for University business

Due to various cases of incorrect claims for mileage, we deem it necessary to clarify the rules on mileage allowances for staff members using their private cars for University business, cf. the Agency for the Modernisation of Public Administration’s Personaleadministrativ vejledning (PAV) [Guidelines on personnel administration].

If your place of work considers driving in your private car to be the most appropriate and cost-effective transportation form in specific cases or in general, the following rules and rates apply (cf. PAV):

(Strike that the mileage claim may not exceed the cost of public transportation, see ‘Re examples 2-4’)

Mileage rates (see the current rates)
• As a general rule, the low rate applies
• In exceptional cases, the high rate will apply – however, only in such cases where written driving authorisation has been granted. The low rate always applies for trips abroad.

The current rates are available on the Travel Administration’s website:

Which transportation expenses may be reimbursed?
Only additional expenses incurred for transportation may be reimbursed. If a member of staff usually drives in their own car from their home address to their permanent place of work, only additional kilometres driven for University business may be reimbursed; this means that only the number of kilometres exceeding the number of kilometres driven daily between the home and permanent place of work may be reimbursed.

In the following, the rules concerning mileage allowance is illustrated by four examples to clarify the mileage allowance for additional kilometres driven.

B = home address, MT = temporary workplace and FT = permanent workplace.

Example 1a

In this example, the temporary workplace (MT) is located on the way to the permanent workplace (FT) from the home address (B), therefore, no allowance will apply; regardless of whether your home address is your starting and/or end point (this applies to all examples).
For example, if a member of staff who lives in Brønderslev and drives to work at AAU Fredrik Bajers Vej every day is travelling to Copenhagen, the trip to the airport cannot be reimbursed since the airport is on the way to the permanent workplace from the home address.

**Example 1b**

![Diagram](image1)

In this example, a member of staff who usually drives between Støvring and AAU Fredrik Bajers Vej (B -> FT) is driving from B -> MT, which is Aalborg Airport. The allowance claim should be calculated as (B => MT 36+36) – (B=>FT 25 +25) = 22 km

**Example 2:**

![Diagram](image2)

a) B => FT => MT => B = (20+30+30) - (20+20) = 40 km
b) B => MT => FT => B = (30+30+20) - (20+20) = 40 km
c) B => MT => B = (30+30) - (20+20) = 20 km

**Example 3:**

![Diagram](image3)

a) B => FT => MT => B = (90+60+50) - (90+90) = 20 km
b) B => MT => FT => B = (50+60+90) - (90+90) = 20 km
c) B => MT => B = (50+50) - (90+90) = 0 km
Example 4:

![Diagram](image)

a) B => FT => MT => B = (30+130+150) - (30+30) = 250 km
b) B => MT => FT => B = (150+130+30) - (30+30) = 250 km
c) B => MT => B = (150+150) - (30+30) = 240 km

Regarding examples 2-4

The allowance based on these examples may, however, be less than the number of kilometres multiplied by the rate. This will be the case, if the approval to use a private vehicle when travelling on University business has been based on the rule of maximum limit of mileage allowance, cf. PAV section 21.3.2. This means that a mileage claim may not exceed the cost of the cheapest possible form of public transportation.

How are mileage claims registered in RUS?

When you fill in your travel reimbursement form online in RUS (the administrative system for settling travel expenses), you must create a mileage claim by selecting ‘create enclosure’, ‘insert driving’ and fill in all the fields including the driving description field; this must always be the actual route driven.

Reductions in the mileage allowance claimed, according to the above requirements (cf. PAV), should be explained in the purpose/comments field.

The below screen dump from RUS2 illustrates an example of such an explanation. The explanation is based on example 1b where a member of staff lives in Støvring and works at Fr. Bajers Vej 5. In connection with a meeting at AAU Copenhagen, the member of staff drives from their home address to Aalborg Airport and back.

When you claim mileage allowance, you must always include an explanation of additional expenses incurred. You must describe the actual route driven and the additional kilometres for which you are claiming mileage allowance.

You are welcome to use the acronyms (B, FT, MT) in your explanation or the actual addresses. However, if you use the acronyms (B, FT, MT), you must ensure that the addresses of all destinations are indicated elsewhere in your travel reimbursement form. (Home address to Aalborg Airport and back 36*2 = 72 – B=>FT 25*2 = 22KM)
**Kørselsoplysninger**

Angiv kørselsoplysninger. Du kan vælge at lade Google Maps beregne dine kilometer eller indtaste dem manuelt.

- **Afrejse dato**: 08-08-2019
- **Ankomst dato (hvis anden er):**
- **Fra**: home, stavling
- **Til**: Aalborg Lufthavn, Ny ...

Anvend kilometer fra Google Maps

Ansvarsforskrivelse: Ibistcik kan ikke garantere, at distanceen som hentes fra Google Maps er korrekt.

- **Kilometer:** 11,00

**Tur/retur**

Vælg ved identisk hjemtur.

**Kør kilometer i alt:** 22,00 km

Kommentar til kørsel (obligatorisk ved omvej)

1 km. Therefore, the number of additional km. driven is 22 km.

**Kørselsgodtgørelse**

43,56 DKK

**Opsummering**

<table>
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<th>Rate</th>
<th>Total</th>
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<td>Bil/motorcykel - Lav sats (og/eller over 20.000 km)</td>
<td>22,00</td>
<td>1,98 DKK / Km</td>
<td>43,56 DKK</td>
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**Detaljer**

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<td>21,78 DKK</td>
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<td>11,00</td>
<td>1,98 DKK / Km</td>
<td>21,78 DKK</td>
</tr>
</tbody>
</table>

**KØRSELSDETALJER**

**Formål**

1 - Indland

**Adresser**

- Fra: Aalborg Lufthavn, Ny Lufthavnsvej, 100, 9400 Nr. Sundby, Danmark
- Til: home, stavling

Kommentar til kørsel (obligatorisk ved omvej)

I drove from my home in stavling to Aalborg Airport and back (2 x 35 km = 72 km), but I have deducted my usual commuting between my home address and Fr. B Vråg (2 x 20 km = 50 km). Therefore, the number of additional km. driven is 22 km.