

RCUH Employee Mileage: Frequently Asked Questions

1. **Q: Can I use the RCUH Personable Automobile Mileage Voucher Form for a UH employee?**

A: Yes. For more information on UH eligible users please refer to [Policy 2.603 Travel for UH and Other State and City/County Employees](#). A UH employee mileage claim processed via RCUH must be in compliance with the [UH AP 8.852 Personal Automobile Mileage Voucher](#).

2. **Q: What is the allowable mileage rate?**

A: RCUH employees may be reimbursed for mileage incurred using their own personal automobile in the course of their job duties up to the IRS standard mileage rate. For updated mileage rates refer to [Attachment 12 Current RCUH Travel Rates](#).

If the funding source (i.e., non-federal sponsor) authorizes a mileage rate higher than the IRS standard mileage rate, any amount reimbursed to the employee above the IRS standard rate is taxable income. The FA is responsible for notifying RCUH Disbursing of any taxable mileage payment.

3. **Q: Can I submit a business mileage claim for an automobile that I don't personally own (e.g., borrowed my father's car)?**

A: No. An RCUH employee can only claim a mileage expense for their own personal automobile or their spouse's automobile.

4. **Q: I'm trying to submit the Personal Automobile Mileage Voucher Form, however I receive the following error message: *Employee has no RCUH Employee Number on File. Email RCUH Disbursing at rcuhdisb@rcuh.com*. How do I continue with submitting the payment request?**

A: The error message appears because either the vendor record selected is 1) not an employee vendor record, or 2) is an employee vendor record but does not have the RCUH employee number on file. Contact RCUH Disbursing at rcuhdisb@rcuh.com with the 6-digit RCUH employee number and request an update to the vendor record.

5. **Q: I telework most of the year and only go into the office a few times a month. Can I claim mileage between my home and office for the days that I go to the office?**

A: No. An employee that is teleworking from home, but still retains an office location, cannot claim any commuting mileage (i.e., mileage incurred between their residence and office location).

6. Q: Can I submit a reimbursement claim for gasoline?

A: No, the IRS standard mileage rate already accounts for operating costs, therefore an RCUH employee cannot submit a claim for operating or repair costs (e.g., gasoline, oil, tires, maintenance, repair, insurance, registration fee, etc.).

Date Revised: 1/12/2026