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

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.
- 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.

Exceptions – In these circumstances 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. Traveler must state on travel reimbursement that no carpool options were available.
- When there are extenuating circumstances such as when the employee will be travelling to another location after the conclusion of the 1st meeting or the employee needs to travel at a different time due to other Extension commitments. The employee should notify the DED of these situations ahead of time to obtain prior approval.
- Exceptions will not be allowed for personal reasons.

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.

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.

Revised 1/25/2014; 11/10/2014