



National University of Health Sciences General Policies

Title: **Automobile Expenses**

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Date Adopted: 12/07/95

Date(s) Revised:

James Hinterstein

President

3-9-09

Date

POLICY STATEMENT

Employees of National University of Health Sciences (NUHS) who receive an annual car allowance may only claim mileage reimbursement for automobile usage if the trip by automobile is for University business and is beyond a fifty (50) mile radius from their normal University site of employment.

Expenses for toll roads and parking fees will be reimbursed for all University-related trips, regardless of the distance traveled, when original copies of receipts are provided.