

New Jersey Department of Transportation

CONSTRUCTION ADVISORY

NUMBER: 40	Vehicle Mileage Reimbursement	03/05/2019
CATEGORY: Miscellaneous		

Policy No. 110 must be adhered to in order to receive reimbursement for mileage.

An employee authorized to receive reimbursement must adhere to the following:
Complete Form AR-54-2, TV "Travel Expense Invoice", and the attached supplemental "Expense Distribution" on a monthly basis, reporting all authorized reimbursable vehicular mileage. Only the official Department Form AR-54-2 as found on the DOT Intranet Forms webpage will be used.

Forward the completed Form AR-54-2 "Travel Expense Invoice" to the immediate supervisor for review and approval by the tenth calendar day of the following month for which the charges were incurred. It is recommended to forward the form by the fifth of the month to give the immediate supervisor time to review and sign. Review includes checking that the charges listed are valid and that the computations are correct. If the Form AR-54-2 "Travel Expense Invoice" is not forwarded to the immediate supervisor by the tenth calendar day of the following month for which the charges were incurred, provide a justification as to why it was submitted late. Attach the justification to the Form AR-54-2 "Travel Expense Invoice" prior forwarding the Form to the immediate supervisor

The immediate supervisor must adhere to the following:
Review Form AR-54-2 "Travel Expense Invoice" and upon approval, sign Form AR-54-2 "Travel Expense Invoice", by the tenth calendar day of the following month for which the charges were incurred, on the front, and also the attached supplement on the reverse side titled "Expense Distribution", in the space provided under "Recommended for Approval". If any expenses are disapproved, return the entire form to the employee for appropriate editing or documentation. If the Form AR-54-2 "Travel Expense Invoice" is not signed by the tenth calendar day of the following month for which the charges were incurred, provide a justification as to why it was signed late. Attach the justification to the Form AR-54-2 "Travel Expense Invoice" prior forwarding the Form to the next level of supervision.

Form AR-54-2 "Travel Expense Invoice" will then be forwarded to the Unit Travel Coordinator for review and keying of the document.

NOTE: Travel requests for the current state fiscal year must be submitted to Accounting Operations no later than July 10th of the current state fiscal year. Travel requests submitted after July 10th of the state fiscal year in which the expenses were incurred are not reimbursable

If an Employee habitually submits Form AR-54-2 "Travel Expense Invoice" late with the same justification, Accounting may send the Form AR-54-2 "Travel Expense Invoice" back to the Director of Construction and Materials who will return it to the offending party for additional justification. The offending party will return the documents with additional justification back to the Director of Construction and Materials who will review, sign and return the documents to Accounting if justification is acceptable.

Albert Balluch

Acting Director, Construction Services & Materials

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