



MILEAGE ADDENDUM FOR FY 2026–27

Title: Addendum to Administrative Regulation 603.4R1 – Travel Compensation/Allowance

Subject: Temporary Flexibility for Commute Miles Determination

Effective Period: Fiscal Year 2026–27 (July 1, 2026; sunsets June 30, 2027)

A. Purpose

To ensure equitable, consistent treatment of employees with variable or changing assignments, this Addendum provides time-bound flexibility in determining non-reimbursable commute miles. It also establishes a framework for addressing excessive drive time and material assignment changes that create undue burden.

This Addendum further provides interim flexibility while system-level conversations continue regarding a standardized, statewide approach to travel compensation. Until such time that a system policy is developed and adopted, this Addendum authorizes temporary, practical solutions to address current operational realities.

B. Delegation & Authority

For FY 2026–27, Regional Administrators, in consultation with Human Resources and/or the Business Office, are authorized to define, adjust, and approve commute-mile determinations for specific roles, position groups, or individual circumstances.

Human Resources and the Business Office retain final interpretive authority to ensure consistency, compliance, and operational feasibility, including the authority to implement case-specific solutions when standard application produces inequitable outcomes.

C. Scope (Commute Miles Only)

This Addendum applies only to the determination of non-reimbursable commute miles.

All other provisions of 603.4R1 remain unchanged, including:

- Mileage reimbursement rates
- Per diem and lodging limits
- Documentation requirements
- Submission timelines
- Audit and compliance procedures

D. Standard Commute Deduction Cap

To promote consistency and predictability:

- The maximum non-reimbursable commute deduction shall not exceed 25 miles one way (50 miles round trip) under standard assignment conditions.
- In cases where an employee experiences a material assignment change resulting in increased travel distance, the maximum non-reimbursable commute deduction shall be reduced to 20 miles round trip (10 miles each leg) for the remainder of the fiscal year following the change.

E. Adjustment for Excessive Drive Time or Assignment Changes

When assignment changes or role expectations create excessive travel burden:

- Human Resources and the Business Office are authorized to review and adjust commute-mile determinations to ensure equitable treatment.
- Adjustments may include application of the reduced commute deduction cap and/or assignment-based location determinations.
- All approved adjustments will apply for the remainder of the fiscal year in which the change occurs.

F. Guardrails

All determinations must:

- Maintain consistency across similarly situated employees and roles;
- Comply with applicable law and collective bargaining agreements;
- Be documented prior to implementation when practicable, or as soon as reasonably possible;
- Not alter Board-approved reimbursement rates or total compensation structures.

G. Documentation & Communication

- Human Resources and the Business Office will review and resolve commute-mile determinations for employees impacted by assignment changes or who have raised concerns.

- Employees may request review based on travel burden or reassignment.
- All determinations will be documented and clearly communicated.

Retroactivity:

Adjustments may be applied retroactively to July 1, 2026 (FY 2026–27) if deemed appropriate and consistent with this Addendum.

H. Sunset

This Addendum expires June 30, 2027.

Adopted: 05/07/2026

Begins: 07/01/2026

Ends: 06/30/2027