

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO:** Chief Financial Officers

**DATE:** June 17, 2008

**FROM:** Lawrence C. Franklin, Jr., State Controller

**SUBJECT: Addition to In-State Travel Policy A-46  
CFO 08-26**

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Effective July 1, 2008, claims for mileage reimbursement **MUST BE** submitted within 90 days of the end of the month in which the travel occurred. If the request for reimbursement is not received by our office within the 90-day window, the reimbursement will not be paid.

Employees are entitled to claim reimbursement when they use their personal vehicles on state business. Under current state policy, they are to submit their claim at the end of each month during which they used their personal vehicle and intend to seek reimbursement.

Due to work schedules and/or workloads, employees may not be able to submit their claim at the end of a month. Therefore, employees will be allowed a "reasonable" amount of time of ninety (90) days after the end of the month during which the travel occurred to submit this claim.

This policy will allow these claims to be properly reviewed and approved for payment.

LCF/nas