

Mileage Expense

Mileage can be submitted as an out-of-pocket expense for employees if they elect to use personal vehicles instead of University fleet vehicles or rental cars for University-related business. If mileage is infrequent, track mileage to an Expense Report in “Draft” status and submit when the out-of-pocket expenses are substantive. Mileage can be entered using the Calculate Mileage (for single dates) or Mileage Logs.

SUBMIT MILEAGE USING CALCULATE MILEAGE

1. Select the <Ground Transportation> expense icon.
2. Select the <Mileage> expense icon.
 - a. Populate the fields required for Mileage expenses.

Field Name	Definition
<i>Date</i>	Enter the date of the trip. The date drives the calculation of the allowable mileage reimbursement rate.
<i>Spent</i>	Field is grayed out but will populate when trip is mapped.
<i>Additional Information</i>	Leave blank.
<i>Rate</i>	Populates when <i>Mileage Type</i> is selected.
<i>Miles</i>	Populates when the trip is mapped.
<i>Deduction</i>	Field is grayed out but will populate if deductions are taken.
<i>None</i>	Select to add deductions by distance or amount.
<i>Mileage Type</i>	Select the appropriate option from the menu: “Local Travel” or “Travel Status.” See “Mileage Type Definitions,” side C.
<i>Allocation</i>	Select the ChartField string paying for the expense.
<i>-Select-</i>	Select the account value associated with the expense.
<i>Attachments</i>	Not required when using Calculate Mileage.

- b. Click <Calculate Mileage>.

Miles

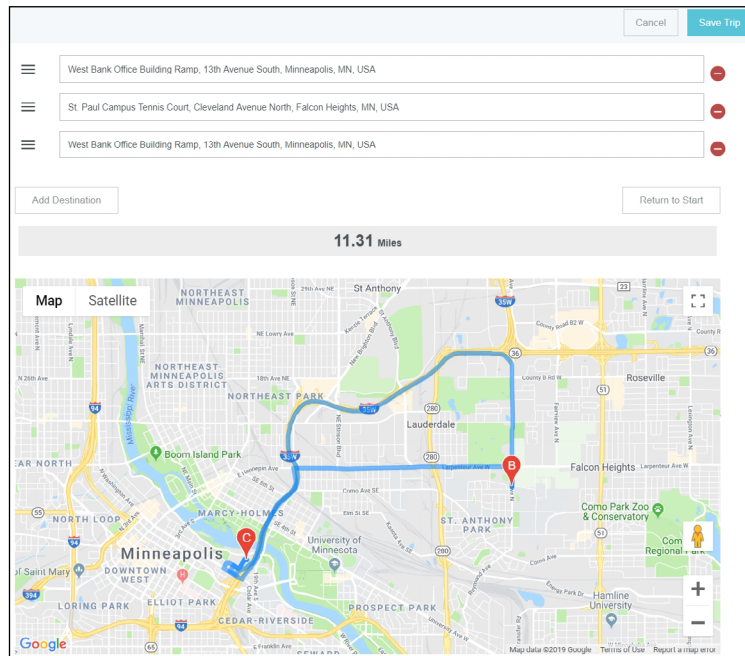
0.00

Calculate Mileage

- c. Enter the name of the business, address, or city the trip originated in the first search field.
 - d. Enter the name of the business, address, or city for the initial destination in the second search field.
 - e. Click <Add Destinations> if additional destinations are needed.
 - f. Click <Return to Start> to reflect the round trip total mileage.

Mileage Expense (cont.)

Note: Google Maps will reflect the total mileage based on the quickest route. Drag the blue route line to a new road to reflect alternate routes taken if applicable.



- g. Click <Save Trip> to add the total mileage for the trip. Note: The following fields will now be updated: *Spent, Rate, Miles*.
- h. Click <Save> to add this mileage to the expense report. Note: Mileage information populates the *Additional Information* field which is limited to 254 characters. Abbreviate as needed.

SUBMIT MILEAGE USING MILEAGE LOGS

1. Select the <Ground Transportation> expense icon.
2. Select the <Mileage> expense icon.
 - a. Populate the fields required for Mileage expenses.

Field Name	Definition
<i>Date</i>	Enter the end date of the trip. Dates drive the calculation of the allowable mileage reimbursement rate. Rates differ based on calendar years. When submitting mileage based on a log, make separate entries for each calendar year.
<i>Spent</i>	Populates when <i>Date, Miles, and Mileage Type</i> are entered.
<i>Additional Information</i>	Optional field for more information related to the expense.

Mileage Expense (cont.)

Field Name	Definition
<i>Rate</i>	Populates when <i>Date</i> , <i>Miles</i> , and <i>Mileage Type</i> are entered.
<i>Miles</i>	Enter total miles based on the mileage log.
<i>Calculate Mileage</i>	Do not use when submitting a mileage log.
<i>Deduction</i>	Field is grayed out but will populate if deductions are taken.
<i>None</i>	Select to add deductions by distance or amount.
<i>Mileage Type</i>	Select the appropriate option from the menu: "Local Travel" or "Travel Status." See "Mileage Type Definitions," below.
<i>Allocation</i>	Select the ChartField string paying for the expense.
<i>-Select-</i>	Select the account value associated with the expense.
<i>Attachments</i>	Required when using mileage logs. See step b, below.

- b. Click <Add Attachments>. Note: Use University Form UM 379 Automobile Mileage log to track mileage.
- c. Select <Upload Attachments>. Locate and select the mileage log file on the computer. Acceptable file types include: PDF, JPG, PNG, TIFF.
- d. Click <Save> to add mileage to the Expense Report.



- ✦ Mileage must be claimed in the fiscal year the trips occur.
- ✦ Mileage Type Definitions:
 - Local Travel = Mileage incurred on University business, in excess of normal commute. For example, traveling to another work location, a meeting, or a day trip to research location and for mileage logs.
 - Travel Status = Mileage incurred while in travel status (trip requiring overnight stay).
 - Wheel Club = Used by Athletics for reduced mileage rates for specific individuals.