

Vehicle Mileage Reimbursement (Not associated with overnight travel)



- **Vehicle mileage is reimbursed at \$0.445 per mile driven.**
- **A MapQuest or Google Map is needed for back-up of miles & destinations.**
- **Mileage between University locations is an all-inclusive set amount.**
(Tolls will not be reimbursed)
- **A Spend Authorization and subsequent Expense Report is needed for all vehicle mileage reimbursement.** (See the individual training aids on SA & ER for step by step instruction)
- **The spend authorization for your vehicle mileage can be for any length of time that you wish. Monthly, quarterly, yearly, by semester, etc.**

Steps:

1. Select from the following expense lines for your vehicle mileage spend authorization. University locations are for traveling to/from locations only. If you incorporate any other location in that trip the mileage would be listed under “mileage”. (Ex: Travel from Poly South to Main Campus, from Main Campus to a meeting/event in Lakeland, back to Poly South) the total round trip miles would be listed under “mileage”.

Spend Authorization Line

Expense Item	* search
Quantity	* Q 3 Results
Per Unit Amount	* ☐ Mileage One Way-Main Campus to/from FIPR
Total Amount	* ☐ Mileage One Way-Main Campus to/from Poly South
Memo	
Cash Advance Requested	☐ Mileage One Way-Poly South to/from FIPR
*Cost Center	

Select as many of the University location options as you feel will apply for the time period of your spend authorization.

In the quantity field indicated how many times you will make that travel.

Spend Authorization Line

Expense Item	* search
Quantity	* Q 3 Results
Per Unit Amount	* ☐ Mileage Round Trip-Main Campus to/from FIPR
Total Amount	* ☐ Mileage Round Trip-Main Campus to/from Poly South
Memo	
Cash Advance Requested	☐ Mileage Round Trip-Poly South to/from FIPR
*Cost Center	

Example: You believe that you will drive round-trip between Main Campus and Poly South a total of 15 times in the month. Your quantity would be “15”

Spend Authorization Line

Expense Item	* mileage
Quantity	* Q 7 Results
Per Unit Amount	* ☐ Mileage

The quantity for “mileage” is the number of total miles, excluding University locations, you feel you will travel.
Example: 100 miles

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2. You could have up to a total of 7 different mileage expense lines if your travel involves going to all campuses on a one way and round trip basis.
3. If you feel there could be tolls add an expense line for estimated tolls.
4. Attachments:
 - a. Maps – If the trip is round trip we need the map to show both legs of the trip. You can't just double a one-way map. Select multiple destinations when processing your map in either MapQuest or Google Maps.

MapQuest

The image shows the MapQuest 'Configure Your Print' interface. On the left, a sidebar lists stops: 'Where are you starting?' (Florida Polytechnic Unive...), 'Where are you going?' (TPA - Tampa Internation...), and 'Where are you going?' (Florida Polytechnic Unive...). Below this is a 'Your Route' section showing 'Multiple Stops', '1 hr 43min 101mi', and 'Current Traffic: Light'. A yellow box highlights the 'View Route Directions >' button. The main area shows 'YOUR TRIP TO: Florida Polytechnic University' with a duration of '1 HR 43 MIN | 101 MI'. A red circle highlights the 'Print' button in the top right corner. To the right of the interface, text reads: 'Select Print and "save as pdf" so you can attach'.

Google Maps

The image shows the Google Maps interface. On the left, a sidebar lists stops: 'Florida Polytechnic University, 4700 Research Way, Tallahassee, FL', 'Tampa International Airport, Tampa, FL', and 'Florida Polytechnic University, 4700 Research Way, Tallahassee, FL'. A red circle highlights the 'Add Stop' button. Below this is a 'via I-4 W' route showing '1 h 44 min' and '102 miles'. A yellow box highlights the 'DETAILS' button. To the right, the main area shows the route with a duration of '1 h 44 min (102 miles)'. A yellow box highlights the 'Print' icon. To the right of the interface, text reads: 'Select Printer Icon' and 'Select Print and "save as pdf" so you can attach'.

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- b. Attachments for campus-to-campus mileage are also required and may include items such as the vehicle mileage policy memo, your calendar for the dates of travel, mileage log, etc.
5. As you process your expense reports against a spend authorization, select the expense lines from the spend authorization for the mileage being reimbursed. Be sure to put the actual travel date on your expense report line, or the most recent date if the expense line covers multiple trips. Mileage is typically submitted once a month.
6. The spend authorization total amount will decrease as you are reimbursed through your expense reports. If the type of mileage being reimbursed was not included in your spend authorization, add it to the expense report without pulling in a spend authorization line, so long as there are enough funds left from the spend authorization. Otherwise, you'll have to do a separate spend authorization to cover that cost.
7. As in any expense report, if this is the last expense report for a spend authorization, **after all** spend authorization lines have been pulled into the expense report. Go back up to the top header section and select "Final Expense Report for Spend Authorization". This will close out the spend authorization and return any remaining encumbered funds back into your budget.