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.**

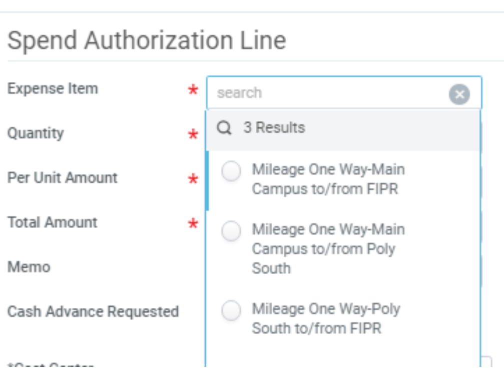
- **Mileage between University locations is an all-inclusive set amount.**
  (Tolls will not be reimbursed)

- **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.**

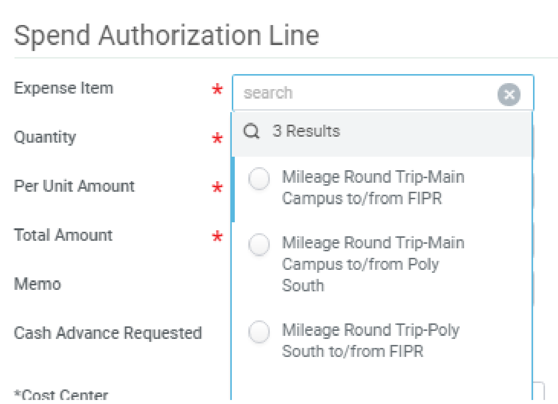
Steps:

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".

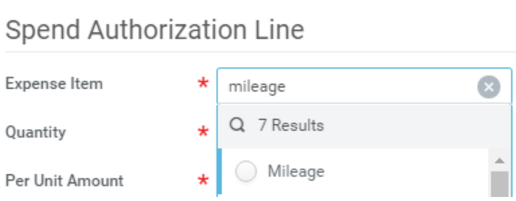


Select as many of the University location options as you feel will apply for the time period of your spend authorization.

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



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"



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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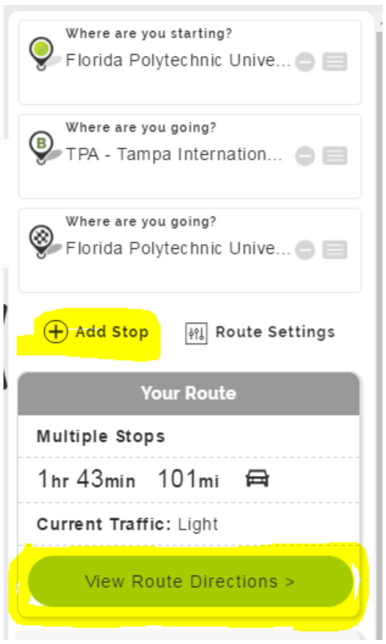
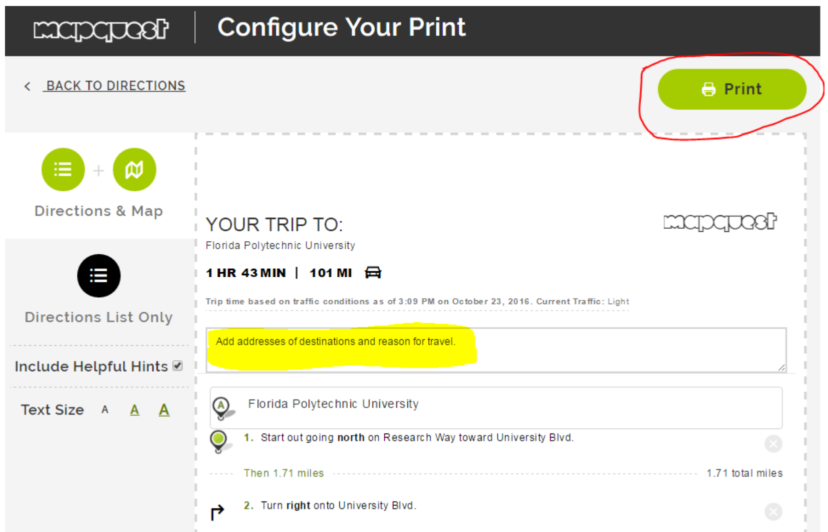
2. You could have up to a total of 7 different mileage expense lines if your travel involves going to all campuses on a one way and round trip basis.
3. If you feel there could be tolls add an expense line for estimated tolls.
4. Attachments:
    a. Maps – If the trip is round trip we need the map to 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.

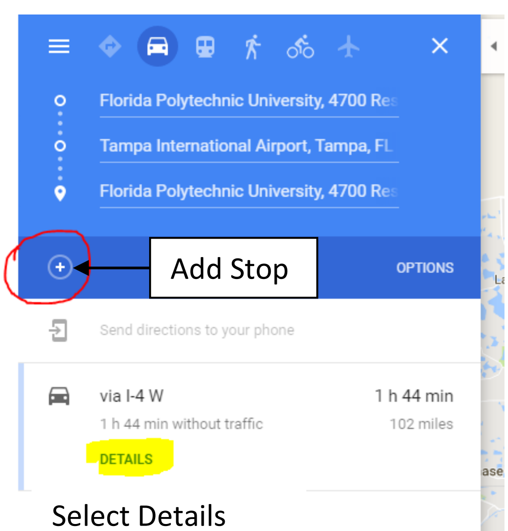
MapQuest



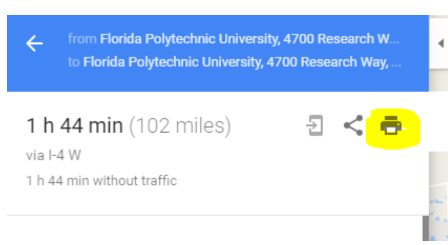


Select Print and "save as pdf" so you can attach

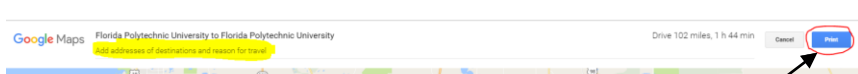
Google Maps



Select Details



Select Printer Icon



Select Print and "save as pdf" so you can attach

   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.