

## Monthly Mileage Details (Attachment to Travel Expense Claim)

Traveler's Name	 Page	of
Travel Document #		
Month/Vear		

Date	Departure Time		Retur	n Time	WD / DO	Departure Location (Home, Campus, School Site, Other)	Traveled To Address (Street, City)	Visit Description / Purpose	Total Miles (Private vehicle)								
							Total Mileage:										
							rate per mile:										

Direct trips between employee's residence and their designated work location are considered commuting miles and not reimbursable.

Mileage reimbursement for employee travel to a location (excluding their designated work location) is calculated as follows:

On a regularly scheduled work day (WD), traveler departs and/or returns to their residence, mileage is calculated:

· From the lesser of the two locations (traveler's headquarters or traveler's residence).

On a regularly scheduled work day (WD), traveler departs from their headquarters and/or returns to their headquarters, mileage is calculated:

· From the traveler's headquarters to destination or from destination to traveler's headquarters.

On a regularly scheduled day off (DO), mileage is calculated:

· From the traveler's residence.

**Business Travel** 

1/1/17 - 12/31/17: 0.535

1/1/16 - 12/31/16: 0.540

Rev 1/2017