

# CALIFORNIA STATE UNIVERSITY, FULLERTON

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

Traveler's Name \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Travel Document # \_\_\_\_\_

Month/Year \_\_\_\_\_

Date	Departure Time	Return Time	WD / DO	Departure Location (Home, Campus, School Site, Other)	Traveled To Address (Street, City)	Business Purpose or Visit Description	Total Miles (Private vehicle)
					<b>Total Mileage:</b>		
					<b>rate per mile:</b>	Select the appropriate mileage rate	

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**  
 01/01/23 - 12/31/23: 0.655  
 07/01/22 - 12/31/22: 0.625  
 01/01/22 - 06/30/22: 0.585