

Mileage Reimbursement Policy

Introduction

When an individual must use their personal vehicle to travel on University business, a mileage reimbursement may be requested. The current rate for mileage reimbursement is \$0.45 per mile. To request a mileage reimbursement, an [Itemized Schedule of Mileage Report](#) must be submitted along with a [Check Request](#). In lieu of an Itemized Schedule of Mileage Report, the requestor may submit a map (i.e. Mapquest or Yahoo! Maps printout) showing the mileage from the University address to the event site.

Gas purchases are not permitted to be reimbursed when a mileage reimbursement is submitted. The mileage reimbursement rate includes fuel expenses.

Requests for mileage reimbursements must be submitted to the Accounts Payable department within 10 days of return to campus and no later than 30 days after the return to campus.

Itemized Schedule of Mileage Report

The [Itemized Schedule of Mileage Report](#) must be completed including *actual* odometer readings from the vehicle used.