Best Practices: Mileage Reimbursement

Determining if mileage is reimbursable

1. Mileage is ordinarily computed from your headquarters to the business destination (and back)
    a. Mileage can be computed from your residence to business destination only if the trip is outside normal work hours
2. For trips to and from the airport, follow these guidelines:
    a. If dropped off, two round trips are allowed, plus short-term parking
    b. If parking, one round trip is allowed, plus long-term parking for duration of trip
3. Mileage is also reimbursable if driving to business meetings or running errands on behalf of the UC, regardless of distance
4. All mileage reimbursements should conform to the IRS standard rate per mile (see G28 for current rates)
5. Remember, normal commute mileage from your residence to business headquarters is not reimbursable

Reporting mileage (without other travel or entertainment expenses)

1. Whenever possible, combine multiple low value reimbursements, such as those under $50, into a single report
2. Submit mileage reports at least monthly, to ensure prompt reimbursement and compliance with IRS guidelines
3. Mileage reports should include the complete address for each origin and destination
    a. Complete address must include the street number, name, and city
    b. When using the mileage log, if the complete address is provided, an attached Google Map is not required
4. Mileage logs should include the business purpose for the trip, clearly identifying the reason why the trip was taken
    a. It is recommended that an agenda be included as an attachment to avoid problems with unclear business purposes
    b. For confidential trips, such as those of medical nature, the identity of who was visited is not necessary in the log
5. If utilizing a mileage log, only one expense line in AggieTravel is necessary
    a. Use the date of the last trip in the log as the date for the expense line
6. Travelers are encouraged to work with their department supervisors on how best to utilize mileage logs so as to minimize the frequency of reports

Reporting mileage (with other travel or entertainment expenses)

1. A mileage log may be used if the trip includes multiple mileage expenses
2. If reporting mileage without a log, use Mileage - Google Maps in AggieTravel
    a. Complete address must include the street number, name, and city
    b. If complete address is provided, an attached Google Map is not required
    c. The "Personal" checkbox in the Google Map expense form does not mean it was own car – it means it was a non-reimbursable trip
    d. If traveling roundtrip, make sure to check the roundtrip box in the Google Map expense form
3. Always include the business purchase for the trip, clearly and specifically identifying the reason why the trip was taken
    a. It is recommended that an agenda be included as an attachment to avoid problems with unclear business purposes

Restrictions for Council of Deans and Vice Chancellors

1. Reimbursement for travel between your headquarters and other locations *on your home campus* is not allowed for members of the Council of Deans and Vice Chancellors.
    a. Examples include travel from Mrak Hall to Research Park Drive, or from the Broadway Building to Pavilion
2. Reimbursement is allowed for travel between a Davis campus location and a location at the UCDH campus (crossing the Causeway)

Using the Travel and Entertainment Card for Gasoline or Fuel

1. Using the Travel and Entertainment Card to purchase gasoline or fuel for privately-owned vehicles is discouraged
    a. Claiming mileage ensures a complete reimbursement of expenses and is aligned with our best practices
    b. If the Travel and Entertainment card is used to purchase gas for privately owned vehicles, contact the Travel Help Desk for additional guidance

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