

Mileage Reimbursement Recommendations and Best Practices

<p><i>Determining if mileage is reimbursable</i></p> <ol style="list-style-type: none"> 1. Mileage is ordinarily computed from your headquarters to the business destination (and back) <ol style="list-style-type: none"> a. However, if the trip is outside normal work hours, mileage can be computed from your residence to business destination 2. For trips to and from the airport, follow these guidelines: <ol style="list-style-type: none"> 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
<p><i>Reporting mileage (without other travel or entertainment expenses)</i></p> <ol style="list-style-type: none"> 1. Whenever possible, combine multiple low value reimbursements, such as those under \$50, into a single report using a mileage log 2. Submit mileage log reports at least monthly, to ensure prompt reimbursement and compliance with IRS guidelines 3. Mileage logs should include the complete address for each origin and destination <ol style="list-style-type: none"> a. Complete address must include the street number, name, and city b. If complete address is provided, an attached Google Map is not required 4. Mileage logs should include the business purpose for the trip, clearly and specifically identifying the reason why the trip was taken <ol style="list-style-type: none"> a. Whenever possible, 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 is necessary <ol style="list-style-type: none"> 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
<p><i>Reporting mileage (with other travel or entertainment expenses)</i></p> <ol style="list-style-type: none"> 1. Using a mileage log is recommended if the trip includes multiple mileage expenses 2. If reporting mileage without a log, be sure to include the complete addresses in the From and To fields in MyTravel <ol style="list-style-type: none"> a. Complete address must include the street number, name, and city b. If complete address is provided, an attached Google Map is not required 3. Always include the business purchase for the trip, clearly and specifically identifying the reason why the trip was taken <ol style="list-style-type: none"> a. Whenever possible, it is recommended that an agenda be included as an attachment to avoid problems with unclear business purposes
<p><i>Restrictions for Council of Deans and Vice Chancellors</i></p> <ol style="list-style-type: none"> 1. Reimbursement for travel between your headquarters and other locations <i>on your home campus</i> is not allowed for members of the Council of Deans and Vice Chancellors. <ol style="list-style-type: none"> a. Examples include travel from Mrak Hall to Research Park Drive, or from the Broadway Building to Pavilion 2. However, reimbursement is allowed for travel between a Davis campus location and a location at the UC DHS campus (crossing the Causeway) <ol style="list-style-type: none"> a. Examples include travel from Mrak Hall to the Broadway Building, or from Vet Med to the Main Hospital
<p><i>Using the Travel and Entertainment Card for Gasoline or Fuel</i></p> <ol style="list-style-type: none"> 1. Using the Travel and Entertainment Card to purchase gasoline or fuel for privately-owned vehicles is discouraged <ol style="list-style-type: none"> a. Claiming mileage is more appropriate, ensures a higher rate of reimbursement, 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