UW-Shared Services
University of Wisconsin System

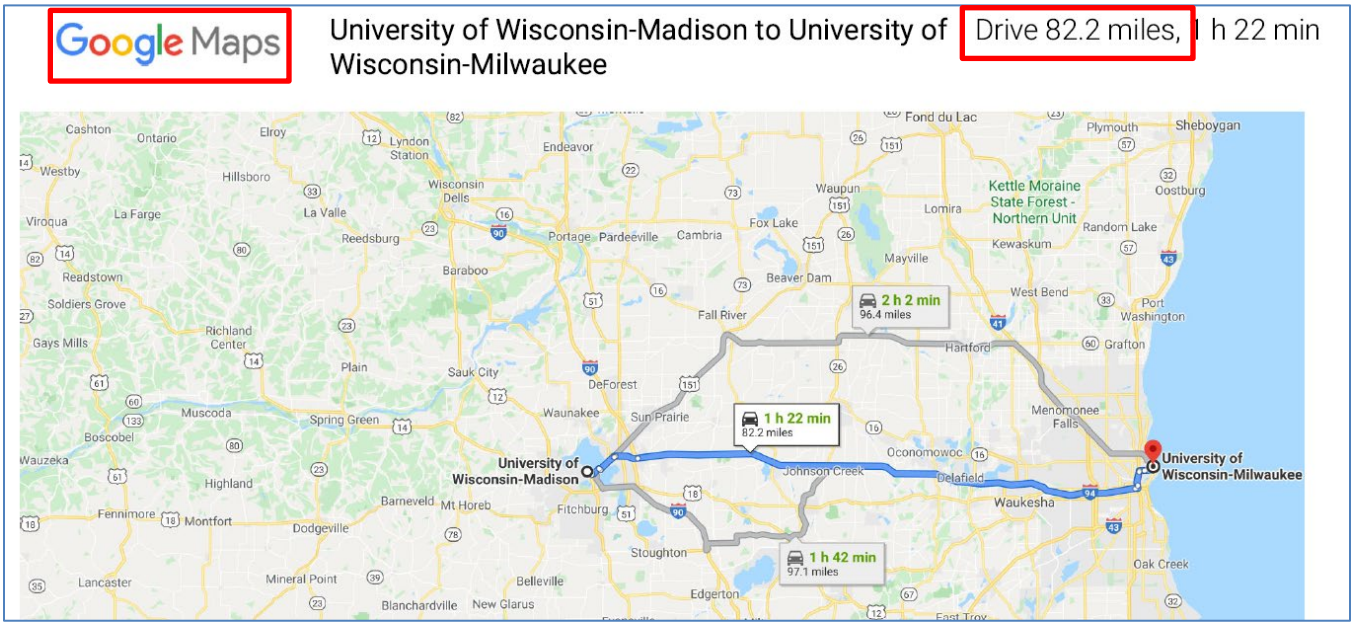
Entering a Mileage Claim

This tip sheet will show you how to enter a Mileage claim on an expense report. The personal vehicle mileage policy may be found in Policy 425.

Getting Your Receipt

1. Mileage is due when you use your personal vehicle as transportation.
   - Mileage is intended to capture all costs associated with driving a vehicle – gas, maintenance, depreciation, etc.
   - Mileage is calculated and reimbursed as the most direct route to the destination. Excess mileage due to indirect routes is not reimbursable.
   - If you left from/returned to home rather than their assigned work location, mileage may be claimed from home only if it's shorter than the route from their work location. This is to account for your regular commute.

2. Please check your route in either Google Maps or Mapquest to make sure you're claiming the most direct route. Some campuses may require these maps to be attached – please check with your local Travel Manager if you are unsure your campus requires this. If a map is required, please make sure the attachment includes a picture of the route.



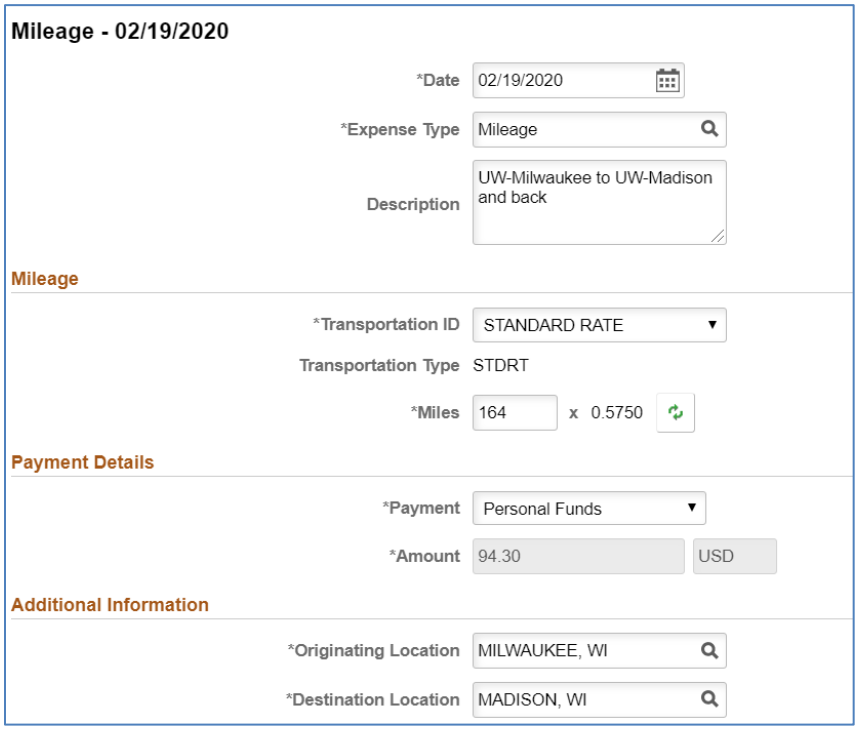
Entering Your Claim

Enter the following information to the new expense line:

1. **Date**: Enter the date this mileage occurred. Multiple legs of a trip occurring on the same day should be combined into a single claim. Legs of a trip occurring on different days should be split into separate claims for each day of travel.
2. **Description**: Enter additional clarifying information about this transaction. This section may be left blank. An example of clarifying information would be a list of destinations, if there are more than one.
3. **Transportation ID**: There are three potential reimbursement rates: Standard Rate, Turndown Rate, and Motorcycle Rate.

- **Standard Rate** is the default reimbursement rate and generally should be used unless the circumstances for the other two apply.
- **Turndown Rate** is a lower rate used when the traveler had a university fleet vehicle available to them but elected to use a personal vehicle. Please check with your local Travel Manager to see if Turndown Rate applies to you, as not all campuses have fleet vehicles, and those that do may use the Turndown Rate for different scenarios.
- **Motorcycle Rate** should be used if you drove a motorcycle instead of a car.

4. **Miles**: Please enter the mileage of the most direct route for the day's travel. The **Amount** will automatically calculate for you.
5. **Reimbursement Method**: Choose how you would like to be reimbursed. This usually will be **Personal Funds**. Choosing **Personal Funds** will issue the reimbursement to ACH (direct deposit) or check.
6. **Originating Location:** The city your travel begins. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France"). If a location is not in SFS's database, use the county for domestic locations (ex. "Cook County, IL") or "Country, Other Locations" for foreign travel (ex. "China, Other Locations").
7. **Destination Location:** The city to which you are traveling. If there are multiple destinations, pick one and use the **Description** box to clarify.



If you wish to change the funding string of your expense, you may do so within the same business unit in the Accounting section.

The **Non-Reimbursable** switch should not be used. Non-reimbursable expenses should not be reported, and if your campus asks you to do so, this should be done by selecting a **Prepaid Reimbursement Method**, not by using the non-reimbursable switch. Setting non-reimbursable to yes will void any amount entered in the Amount box and set the line to $0.

Once you have completed your expense line, you may add additional claims by clicking the **Add** button on the left side of the screen. If you've entered all your expenses and are ready to submit, press the gray **Review and Submit** button in the upper right to take you to the Expense Summary page. Once

you review the Expense Summary page, click **Submit** in the upper right. If you'd like to save the expense report for future modification, click the green **Save** button.