

Mileage Form 2017

University of San Diego Office of Accounts Payable

1. Traveler Information

Traveler Name:	Ext:	USD Email:
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2. Mileage Information

Travelers seeking mileage reimbursement for use of their personal vehicles while on University business affirm by doing so that they are aware of the provisions of policy 3.0.5 "Vehicles", that their driver's license is current and unrestricted, and that their vehicle is fully insured.

When submitting a reimbursement request for mileage, travelers must include the following information:

- Travel information (time, date, purpose and persons involved)
- Street address of your origination (starting point) as USD (5998 Alcalá Park, San Diego, CA 92110)
- Include a Google/MapQuest estimation of mileage

When calculating mileage reimbursements, USD will always be the point of origin. The IRS is *very* restrictive about mileage reimbursement between an employee's home and business-purpose destination. The only exception is when traveling to the airport on weekends. In that case the point of origin is the employee's home. The IRS mileage rate for 2017 is \$0.535. This form will calculate mileage for 2017 with the new rate of \$0.535. (*The IRS mileage rate for 2016 was \$0.54*).

Please attach a copy of this form (Mileage Form) to an Employee Expense Report, Petty Cash Voucher (employee), or Payment Request (non-employee) and place the Total (listed below) within the funding details on the Employee Expense Report or Payment Request form (non-employees only). Indicate POETS information in the Funding section as well!

3. Mileage Details

#	Date	Travel Description (Trip information, business purpose & persons involved)	Miles Driven
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

4. Mileage Total

Total Miles Driven:	Mileage Rate:	Total Reimbursement:
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Office of Accounts Payable Use Only

AP Reviewed & Approved: Initials: Date Approved:	Date Stamp - Received
Emailed (questions/concerns):	
Exception to Policy Procedure:	