

## **Mileage Reimbursement Form FAQ**

- 1. Do off-campus department really have to use odometer readings for their daily travel? They go out several times/day just a few miles.** *Yes. The odometer readings are used to accurately record the purpose of the trip, and to separate business mileage from personal mileage.*
- 2. Is there a way to add lines to the form?** *No – however, please feel free to use multiple log pages to add in additional days of travel.*
- 3. Sometimes we go to school, go back home (to wash dishes from classes, etc), then go back to school or work. Or, we go to another town, work and combine some personal business, then return to work. For most EPA's it is not a simple go-there-and-back odometer setting.** *This travel scenario is an excellent example of why the odometer reading is important. The odometer readings accurately document the business portion of trips that combine personal and business purposes, and allow you attest that you are including only business mileage into the travel reimbursement.*
- 4. Sometimes the office is a closer distance, but it is an early class at a school, so we leave from home instead (i.e. don't need to stop by office first). Do we need to drive to the office then set the odometer?** *No. Mileage must be for the most direct, usually traveled route, either from the official work station or the home, whichever is less. Alternatively this is where the STANDARD MILEAGE Chart could be used.*
- 5. Since the new mileage form doesn't allow you to save your work, does this mean we just keep a record of our travel on a separate sheet and enter it all together at the end of the month, instead of on a daily basis if we travel?** *We have made an improvement to the form and now it can be saved. Mileage should be entered daily if possible, or at least on a weekly basis.*
- 6. The two methods that we've been using to calculate mileage are Google maps or using the trip set on the odometer, and of course there are those common trips that we already know the distance (i.e. office to campus, or office to fairgrounds, etc.). A few of our faculty members do an extensive amount of travelling throughout the month, and don't sit down and record their mileage in a chart every day simply for lack of time. So, they aren't checking the odometer before each trip, especially if they're making multiple trips throughout the day.** *\* In this case, please see the STANDARD MILEAGE Chart to calculate reimbursable milage. Odometer readings or one of the methods discussed in item 7 will be required for reimbursement.*

7. **Is there an alternative to the odometer reporting?** *Yes – there are two other options. MapQuest or Google Maps -Attach back-up documentation from MapQuest with to/from location. Mileage must be from the official work station or their home, whichever is less. Travelers may not claim commute mileage from home to official work station as part of their mileage reimbursement request.*
8. **Are departure/arrival times required for regular, everyday mileage, or only if the employee is claiming meals?** *Approximate departure and arrival times are required.*
9. **If the office establishes a STANDARD MILEAGE Chart for trips that are frequently traveled by employees this will be allowed?** *Yes, if the Standard Mileage included in the office chart is based on actual odometer miles, MapQuest, or Google Maps, and is consistently used by the travelers. For example, if in Wallowa County – the mileage from the office to the fairgrounds is 2.1 miles, ALL employees would need to use the STANDARD 2.1 miles on their reimbursement form. This Standard Mileage list for common trips would need to be on file with the University Administrative Business Center.*
10. **Can we develop a standard abbreviation for our office to simplify input on the log?** *Yes.*
11. **Can other common abbreviations for locations be used in the log?** *Yes, as long as they are defined commonly used abbreviations (i.e. OSU, PDX, etc).*
12. **Can time be rounded to the closest half hour?** *Yes.*
13. **Can I just print off a blank log, have them hand-write in their information, and then scan it as backup in place of typing information into the log?** *No. There are several key control reasons for entering in the information to the electronic log:*
  - a. *Legibility. Hand written logs are often illegible once scanned. The fonts on the form are designed to insure that they come through the scanning process in a readable format.*
  - b. *Accuracy. One of the key controls of the new log is it automatically calculates values, which eliminates the time required for BC staff to manually re-add and verify totals.*
  - c. *Completeness. The log is designed to prompt the user for missing information, which helps eliminate the need for follow-up calls or correspondence.*
14. **Can the mileage log be used to claim mileage reimbursement when I use a County vehicle, rental car, or OSU Motor Pool vehicle?** *No. The mileage log is for claiming mileage associated with use of a personal vehicle.*