

Instructions for Completing Mileage Log and Reimbursement Form

Form Usage: This form is used for reimbursement of vicinity mileage. Vicinity mileage is mileage between campuses or mileage within 50 miles of the travelers' headquarters. Incidental parking and tolls incurred as a result of the mileage may also be reimbursed. This form is not to be used for mileage while in travel status (travel in conjunction with a conference, convention, workshop or seminar) even if only mileage is to be reimbursed. Tolls and Parking resulting from the mileage are reimbursable if receipts are attached.

Header

Entry fields are in white, tab to each section to complete. Shaded fields are calculated fields.

Employee Name: Enter name of Employee to be reimbursed; Last, Name, First Name, MI

Employee ID: Enter the traveler's PBSC employee number. Must be entered to process payment.

Department: Enter name of employee home department (primary).

Org Number: Enter organization budget number that will be paying for the mileage.

Submitted By: Enter name and phone number of individual completing form.

Date Submitted: Enter date the form is completed.

Inter-Campus - Mileage *-between PBSC campuses Mileage is automatically calculated*

Date: Enter Date of Travel

Starting Location: From drop down box, choose campus that traveler is starting from.

Destination: From drop down box, choose campus that traveler is driving to.

Round Trip: Enter Y if traveler returns to the campus they started from, if not enter N. Note trips between campus and home are entered in the other mileage section below.

Purpose: State the purpose of the trip.

One Way & Round Trip Mileage: Automatically calculates.

Parking/Tolls: Enter any parking or tolls incurred as a result of the trip.

Reimbursement: Automatically calculates

Other Mileage *- Mileage when not in Travel Status or overnight. .*

Date: Enter date of travel.

Starting Location: Enter street address and city of starting location.

Destination: Enter street address and city of destination.

Round Trip: Select Y If the mileage is round trip, otherwise select no.

Purpose: Enter the destination name and purpose of the trip.

Parking/Tolls: Enter any parking or tolls incurred as a result of the trip.

One Way Mileage Column. Enter one way mileage, if the trip is round trip select yes in the round trip checkbox and the round trip mileage will be automatically calculated. Attach a copy of the google or map quest mileage with the form.

Parking/Tolls: Enter any parking or tolls incurred as a result of the trip.

Reimbursement: Automatically calculates.

Note: If the trip either begins or ends at a location other than the employees headquarters, (i.e. Home) the mileage allowed is the lesser of the mileage between the destination and the alternative location, (i.e. Home) or the mileage between the destination and the employee's headquarters.