Guide to Completing a Mileage Reimbursement Request

Business mileage is the travel an employee incurs beyond normal commute mileage (from home to the office and home again) on a normal workday. Employees may request reimbursement for any business mileage incurred.

The mileage rate covers fuel, insurance, maintenance, and related costs of the driver’s vehicle.

Line by Line Instructions:
- Name – enter the name of driver
- TU ID – enter the Trinity ID number for driver. Leave blank if individual is not an employee, student or alumni
- Dept/Prepared By – name of department originating this request and name of contact person
- GL Number – enter the full account number to be charged this expense using 54115 object code
- Colleague Project ID – typically used with Sponsored Projects or Plant Fund accounts
- Payment Method – check one of the methods for receiving reimbursement
  - e-Check – recommended for employees and students
  - Pick up Check – driver that is current employee or student will be notified
  - Mail Check – check will be mailed to address on record
- Date – date the mileage was driven
- Total Miles – total miles driven from start to end of destination. Google Maps should be included with this form to verify mileage.
- Destination and Purpose – describe the purpose of the miles driven including the start and ending places, and reason for trip. Be sure to give a complete description including who, what, when, where, and why for the trip.
- Total Miles – is the sum of all individual trips listed
- Mileage Rate – the current rate is reflected for miles driven during the calendar year
- Total Reimbursement – amount to be paid to the driver and charged to the account number indicated on the form
- Budget Manager Approval – obtain the approval from the budget manager of the account number incurring the expense
- Add’l Approval Director/VP – if driver and budget manager are same person, the request should be approved by their appropriate vice president. Budget managers cannot approve their own reimbursements.

Return form to Accounts Payable – Do Not Attach to Payment Request Form