CFAES Travel Mileage
What is mileage?
Reimbursement for the use of a personal vehicle when it is the most cost effective form of transportation.
When does this policy and procedure apply?

- One day trips
- Business related
- Budget allows
- Personal Vehicle use
- Parking and tolls
- Unit approved

Policy
http://busfin.osu.edu/FileStore/PDFs/211_Travel.pdf
Travel Policy

MILEAGE RATE AND ALTERNATIVES

• University Mileage Rate: [http://www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715)
  • A per mile rate that encompasses fuel, insurance, wear and tear on the car, etc.

• Some per mile calculation less than the University Mileage Rate
  • Sometimes a lower per mile rate should be used.
  • Examples: Grants or Contracts where a sponsor limits the expense, volunteer miles are usually reimbursed at a lower rate.

• Actual gas receipts
  • In some instances actual gas receipts make the most sense. It is difficult to prorate personal/business use in this way so this method is usually only used on long trips where the gas receipts will add up to less than the mileage, saving the office money. Original receipts are required for reimbursement.

• Rental Car and gas in lieu of mileage
  • In some instances it may be cheaper for a unit to have an individual rent a vehicle than to pay the mileage cost. A cost comparison must be done to ensure this is the lesser of the two costs and then those expenses can be reimbursed on a T number.
  • University Motor Pool in Wooster and Columbus are also great alternatives to mileage. Expenses are direct charged to the University Chartfield associated.
Travel Policy

INSURANCE

• By state law, personal auto insurance is required.
• Personal insurance is the primary source of compensation in the event of an incident when using a personal vehicle.
Travel Policy

CALCULATION
Travelers will not be reimbursed for mileage when commuting to and from their residence and headquarters.

If a traveler is required to report to a location(s) other than their headquarters during a normal work schedule, the traveler will only be reimbursed for the total distance from their residence to the alternate location(s) less the traveler’s normal commute.

More on this later.
Travel Policy

DOCUMENTATION

Mileage reimbursement occurs after completion of the trip.

Mileage must be documented with sufficient detail to support mileage reimbursement - either with a log (CFAES Log Only) or supporting maps.

Mileage reimbursement must be requested and approved within 90 days of the end date of the travel.
Reminders

Travelers will not be reimbursed for mileage when commuting to and from their residence and headquarters.

In lieu of the University mileage rate some people use:
- reduced per mile rate
- Actual gas receipts
- Rental car and gas receipts

Travelers must have insurance.

Mileage can be reimbursed for one day trips, for business travel that is budgeted and approved by the Unit Approver and include incidental transportation costs.
Mileage Reimbursement Process

There are two systems for processing mileage – eTravel and eRequest, this section explains the process and uses of each.
Funding Source

The funding source will affect which processing method you use.

- **University (UNIV) Travel** – reimbursed by OSU funds and audited in the Finance Service Center (Wooster or Columbus)

- **Sponsored Program (OSP) Travel** (excluding SNAP Ed) – reimbursed by project funds through the Office of Sponsored Programs. Grant applicability review completed by OSP Travel. Chartfield includes a project value starting with a 600xxxxxx or 700xxx and this **REQUIRES the use of eTravel**.

- **SNAP Ed (FNP) Travel** - travel related to the Extension SNAP Ed program. Chartfield includes Org number 5590x and a project value starting with 600xxxxxx this **REQUIRES the use of eTravel**. Note that SNAP Ed also has a different mileage rate and signature requirements, contact the [FCS Administration Office](#) for more information.
# Two Systems

## eTravel

The eTravel system assists with the approval, planning, arrangement and payment of business travel.

- **Required for all overnight travel**
- **Required for all OSP travel – even if no overnight.**
- Payments are processed under a Travel Number (T number).
- Usually requires a pre-approved T number for each trip prior to traveling.
- Travelers that do regular daily trips may benefit from a Blanket T number.

**Blanket Travel:** A travel request in eTravel with multiple reimbursements to track and reimburse in-state and contiguous state transportation expenses

## eRequest

The eRequest is a web-based form that enables an employee to submit a request for goods, services, or payments.

- CFAES is unique in using eRequest because of our distribution across the state.
- Not for Overnight Travel, Not for OSP Travel
- **Used for people in positions that require regular daily travel.**
- **Removes the requirement and maintenance of a T number.**
- Some CFAES Units do not allow eRequest for mileage – check with your fiscal representative.
- Because the T number is not tracking your whereabouts be sure to put all trips on your public calendar and make sure it is accessible by your supervisor and approver.
eTravel
You need to use eTravel because your funding is from OSP, you are traveling overnight or your unit requires it – so what’s next?

Choose your T Number

**Individual T number**
A pre-approved number for a specific trip with a start and end date.

- May be used for expenses other than transportation expenses (hotel, meals, etc.)
- Time frame covers the specific trip
- Funding source can change for each T number.

**Blanket T number**
A pre-approved number for multiple trips over a specific time frame with a similar business purpose.

- Only for transportation expenses (mileage, parking and tolls)
- Time frame cannot cross fiscal years (July 1 – June 30)
- Consistent funding source is usually required, you may get multiple Blanket T numbers for multiple funding sources.
- Because the T number is not tracking your whereabouts be sure to put all trips on your public calendar and make sure it is accessible by your supervisor and approver.
eTravel

Process for **getting a T number** for Mileage

Individual T number and Blanket T number

**Email the unit approver** to get approval for the trip or for a blanket T number for multiple trips. Include time frame, the estimated costs and business purpose in the email. If for OSP travel, also obtain approval from the project PI (Principal Investigator).

**Enter your Request in eTravel:** [https://eTravel.osu.edu](https://eTravel.osu.edu)
All employees have access to initiate their own Travel Request. **Travel Arrangers** can take training and get access to initiate travel for other people.

**Receive your T number:** You should receive an automated email when your T number is approved. This authorizes you to travel, schedule or book expenses and schedule the time away from the office. Allow 5 business days for a T number to be processed.

**USING ETRAVEL**

**Detailed Instructions** for entering a Travel Request are available on [ASSIST](https://eTravel.osu.edu).

Much of the information will be for more complicated trips – you will be focused on the **transportation line**.

If you are requesting for multiple trips you need to **check the Blanket Travel box**.

**Attach the email approval** you received from your unit approver and the PI on the project if applicable. **Note:** this may be an extra step for some individuals, if so, your approver will let you know it is not needed for your next request.
eTravel

**Process for getting reimbursed for Mileage**

**Individual T number and Blanket T number**

- Complete the Mileage Log within 90 days of the end date of your trip.
  - For travel with transportation expenses it is easiest to use the [CFAES Mileage Log](#) for reimbursement.
  - Complete this after you travel.
  - Put the T number on the Mileage log.

**Give your mileage log to your Travel Arranger:** This may be someone in your unit or this may be someone in the Finance Service Center. Check with your fiscal representative on who this would be. If receipts are over $50 (or you are requesting gasoline in lieu of mileage) attach them to your log.

Your Travel Arranger will enter into eTravel and it will workflow for approval. They will mail original receipts to the Service Center if needed.

**Traveler Approval in eTravel:** Once fully approved you will receive an email that asks you to confirm the payment in the eTravel system. Click on the link. Review the travel. Click on the certification statement and then click Approve.

**OSP TRAVEL**

Most OSP travel requires an original signature from the approver and/or the PI. If you aren’t sure, get those signatures on the log or ask your Sponsored Program Officer at OSP.
eTravel
Process for getting reimbursed for Mileage

Individual T number and Blanket T number

- Within 90 days of travel end date
- Finance Service Centers enters within 10 business days from receipt.
- Approvals occur within 3 business days
- Payments occur on Tuesdays and Thursdays
  - Payments are processed via whatever method your paycheck is processed.

WHAT CAN SLOW THINGS DOWN?

- Use of the wrong mileage log
- Mileage Log not complete
- T number not listed on the log
- Signature(s) required for OSP not received in advance
- Mileage not calculated correctly
- Holidays – December/January are very busy months
eTravel
Process for getting reimbursed for Mileage

Individual T number and Blanket T number

Log
• Within 90 days of travel end date

Travel Arranger enters into eTravel
• Finance Service Centers enters within 10 business days from receipt.

Approvals by Finance Service Center and OSP if applicable
• Approvals occur within 3 business days

Approval by Traveler

Payment Processed by Accounts Payable
• Payments occur on Tuesdays and Thursdays
• Payments are processed via whatever method your paycheck is processed.

WHAT IS DIFFERENT FOR NON-EMPLOYEES?

• When setting up the T number fax a Vendor Setup Form to your Finance Service Center in order to add the individual into the Vendor Database.
• Non Employees will need to physically sign the paper mileage log or provide approval via email because the system will not route the transaction for approval.
• Non Employees will receive a check in the mail instead of the usual direct deposit.
Common Question: I will need to be reimbursed for mileage on an OSP project. I don’t do this regularly – just a one time thing – do I still need a T number?

- **Permission to Travel**
  - Get permission from your unit approval and the project PI before traveling.

- **Enter an eTravel Travel Request**
  - Attach the approval emails you received in step 1.
  - This can be done before or after the trip if your expenses are only transportation related (mileage, tolls, etc).

- **Approvals by Finance Service Center and OSP**
  - Approvals usually occur within 3 business days
  - An email will be sent to the traveler when the T number is created

- **Complete Mileage Log**
  - Add the T number to the log
  - Email the log to the person who enters your travel (travel arranger or finance service center representative) and ask them to enter into eTravel

- **Payment Processed**
  - eTravel payment is initiated
  - eTravel payment is approved by Finance Service Center
  - Accounts Payable issues payment to individual
**eRequest**

Mileage Reimbursement Process

- Complete the Mileage Log within 90 days of the end date of the month.
  - CFAES Mileage Log

Create an eRequest for an Employee Reimbursement

**USING EREQUEST**

- **Detailed Instructions** for entering an eRequest are available on [ASSIST](#).
- In the **Description** list the month of your mileage.
- In the **Estimated Amount** put the actual amount calculated on your log.
- Attach the **MS Excel** version of your log – no PDFs please.
- Attach approval emails only if it is needed by your funding source or unit.

**Remember This?**

**eRequest**

The eRequest is a web-based form that enables an employee to submit a request for goods, services, or payments.

- CFAES is unique in using eRequest because of our distribution across the state.
- Not for Overnight Travel, Not for OSP Travel
- Used for people in positions that require regular daily travel.
- Removes the requirement and maintenance of a T number.
- Some CFAES Units do not allow eRequest for mileage – check with your fiscal representative.
- Because the T number is not tracking your whereabouts be sure to put all trips on your public calendar and make sure it is accessible by your supervisor and approver.
FUNDING SOURCE
- Check the Funding Source Org – sometimes you are reimbursing from multiple ORGs and this should be changed to the Org that has the largest % of the cost.
- Enter the Chartfield. (BU GL, ORG, FUND, ACCOUNT) are required.

If you haven’t set your preferences you will first need to click on the “Enter Chartfield (optional)” button to add a chartfield. Entering the chartfield is not optional.

Choose UNIV for BU/GL, use the org and fund for this reimbursement and use a travel account number.

Optional: If you want to use a User Defined, add one that has already been created which you can look up by clicking the blue link below the cell and searching for the one you want. If you can’t find that user defined use one that you can find or write in the Special Funding Instruction “please add User Defined XXXXXX”. Limit 6 characters.

To add multiple chartfield click the plus sign. Remember – No OSP mileage here.

Click Continue Then Submit
**eRequest**

**Mileage Reimbursement Process**

- Within 90 days of travel end date
- Finance Service Centers enters within 10 business days from receipt.
- Payments occur on Tuesdays and Thursdays
- Payments are processed via whatever method your paycheck is processed.

**WHAT CAN SLOW THINGS DOWN?**

- Use of the wrong mileage log
- Mileage Log not complete
- Mileage not calculated correctly
- Amount entered incorrectly on eRequest
- Chartfield missing from eRequest
- Holidays – December/January are very busy months
Reminders

Your **funding source** OSP or UNIV will affect which method of reimbursement you choose.

A **Blanket T number** can make it easier for regular mileage-only travelers.

**T Number Process:**
- Get approval
- Submit eTravel
- Get T number
- Travel
- Submit Log

**eRequest Process:**
- Get approval
- Travel
- Submit eRequest
Mileage Log and Calculations
Travelers will not be reimbursed for mileage when commuting to and from their residence and headquarters.
CFAES Mileage Log

If printing, choose only the number of pages needed. Clicking the print icon will auto-print 4 pages.

Policy: Travelers will not be reimbursed for mileage when commuting to and from their residence and headquarters. If a traveler is required to report to a location(s) other than their headquarters during a normal work schedule, the traveler will only be reimbursed for the total distance from their residence to the alternate location(s) less the traveler’s normal commute.

Submission: To be used by CFAES employees for monthly mileage reimbursement. For UNIV travel this can be submitted, depending on your Department’s procedures, via eRequest or eTravel. All OSP mileage and all overnight travel must be submitted through eTravel. Submit each calendar month within 90 days of the last day of the month. eTravel/eRequest capture the Chartfield that is used to pay for travel.

Additional Documentation: Mileage logs for OSP travel may require traveler or PI signatures. Use those boxes as needed. Travel for non employees will require a traveler signature on this log and a valid vendor id; fax the Vendor Setup Form (http://go.osu.edu/VSF) to (Columbus 614-688-0529) or (Wooster 330-283-3713).

<table>
<thead>
<tr>
<th>Employee ID:</th>
<th>Traveler Name:</th>
<th>Org #:</th>
<th>Total Amount:</th>
<th>T Number:</th>
<th>Month:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th></th>
<th>Put your home address here</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Headquarter Address (HQ)</th>
<th></th>
<th>Put your primary work address here</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Optional: Enter address here to use "Home" and "Headquarter" as shortcuts below.

<table>
<thead>
<tr>
<th>Internal comments</th>
<th></th>
<th>(Optional for unit use) ex. Chartfield tracking</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business purpose of trip</th>
<th></th>
<th>Using an acronym not on the list? (go.osu.edu/abbreviation)</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Miles driven</th>
<th></th>
<th>Less commute miles</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Miles to be reimbursed</th>
<th></th>
<th>Parking &amp; Tolls Receipts needed if over $50</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total amount</th>
<th></th>
<th>$0.54 per mile as of 1/1/2016</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Travel Date</th>
<th></th>
<th>Starting location</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No overnight</th>
<th></th>
<th>List full address, use Home or HQ by using shortcut above, or attach online map</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Duration</th>
<th></th>
<th>Ending Location</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Time driven</th>
<th></th>
<th>Record a new acronym here (go.osu.edu/abbreviation)</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTALS</th>
<th></th>
<th>0.00</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>0.00</th>
<th></th>
<th>0.00</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>0.00</th>
<th></th>
<th>0.00</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>$</th>
<th></th>
<th>-</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
Tips on using the Mileage Log

Use the latest form available at http://cfaesfinance.osu.edu/forms#TV

ONLY use the CFAES Mileage Log. No other log will be accepted.

Use the shortcut Home and Headquarter Addresses to save time typing.

This is for one day trips only – not for overnight trips.

Use the Signature options on the log or the Internal Comments for unit specific needs.
Tips on using the Mileage Log

- **eRequest and eTravel** allow multiple chartfields. Don’t submit multiple logs for one month.

- Form should cover the entire month. (1st-31st)

- Use full addresses here unless using the Home or Headquarters shortcuts from above.

- Include a detailed business purpose. WHY and WHO are you meeting with.

Note about **Abbreviations** - this list allows users to put abbreviations on forms while still providing auditors with the information they need. Abbreviations should be avoided unless they are on this list.

Want to add an abbreviation to our list? http://Go.osu.edu/add
Tips on using the Mileage Log

Upload the file as an MS Excel File – it will speed up your reimbursement.

Upload additional documents for unit specific needs (ie. extra signatures) but don’t forget to ALSO upload the Excel file.

One travel date per line – even if they have the same business purpose.

Put your dates in order on the file for easier auditing.

One form per month. Don’t combine multiple months on one log.
Tips on using the Mileage Log

For most trips one line is enough – round trip will be recorded as one total miles driven.

For trips with multiple destinations, flow to the next line – but only put one total miles driven and normal commute.

Watch out when using an online map.
Is the trip total or one way?
Use the miles, not the time.
Does it represent what you actually drove?

If your parking or toll exceeds $50 attach a receipt.

Be Consistent: Do you travel to the same place multiple times a month – if so, and your mileage is different on different days, explain why.
No mileage is reimbursable on any day of the week.
**HQ TO SITE TO HQ**

Deduct NO commute

<table>
<thead>
<tr>
<th>Starting location</th>
<th>Destination</th>
<th>Ending Location</th>
<th>Miles driven</th>
<th>Less commute miles if applicable</th>
<th>Miles to be reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQ</td>
<td>Not HQ Address</td>
<td>HQ</td>
<td>30.00</td>
<td>0.00</td>
<td>30.00</td>
</tr>
</tbody>
</table>
HQ TO SITE TO HOME

Deduct One Way commute

<table>
<thead>
<tr>
<th>Starting location</th>
<th>Destination</th>
<th>Ending Location</th>
<th>Miles driven</th>
<th>Less commute miles if applicable</th>
<th>Miles to be reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQ</td>
<td>Not HQ Address</td>
<td>Home</td>
<td>50.00</td>
<td>10.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>
## WEEKEND HOME TO SITE TO HOME

**Deduct NO commute**

On a Weekend:

- 10 One Way
- 35 One Way

### Table

<table>
<thead>
<tr>
<th>Starting location</th>
<th>Destination</th>
<th>Ending Location</th>
<th>Miles driven</th>
<th>Less commute miles if applicable</th>
<th>Miles to be reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Not HQ Address</td>
<td>Home</td>
<td>70.00</td>
<td></td>
<td>70.00</td>
</tr>
</tbody>
</table>
### HOME TO SITE TO HOME

**Deduct 2way commute**

<table>
<thead>
<tr>
<th>Starting Location</th>
<th>Destination</th>
<th>Ending Location</th>
<th>Miles driven</th>
<th>Less commute miles if applicable</th>
<th>Miles to be reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Not HQ Address</td>
<td>Home</td>
<td>70.00</td>
<td>20.00</td>
<td>50.00</td>
</tr>
</tbody>
</table>
ALREADY COMPLETED ONE TRIP TO HQ HOME TO SITE TO HOME

Deduct No commute if you already went to the office

<table>
<thead>
<tr>
<th>Starting location</th>
<th>Destination</th>
<th>Ending Location</th>
<th>Miles driven</th>
<th>Less commute miles if applicable</th>
<th>Miles to be reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home - Night Mtg - Already made 1 commute</td>
<td>Not HQ Address</td>
<td>Home</td>
<td>70.00</td>
<td></td>
<td>70.00</td>
</tr>
</tbody>
</table>
MULTIPLE STOPS

Deduct 1 way commute

<table>
<thead>
<tr>
<th>Travel Date</th>
<th>Starting Location</th>
<th>Destination</th>
<th>Ending Location</th>
<th>Miles driven</th>
<th>Less commute miles if applicable</th>
<th>Miles to be reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/5/2015</td>
<td>HQ</td>
<td>Site 1 Address</td>
<td>Site 2 Address</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>continued</td>
<td>Site 2 Address</td>
<td>Site 3 Address</td>
<td>Home</td>
<td>62.00</td>
<td>10.00</td>
<td>52.00</td>
</tr>
</tbody>
</table>

10 One Way
40 One Way
15 One Way
2 One Way
5 One Way

TWO OFFICES

Deduct No Commute – claim miles between HQ

<table>
<thead>
<tr>
<th>Starting location</th>
<th>Destination</th>
<th>Ending Location</th>
<th>Miles driven</th>
<th>Less commute miles if applicable</th>
<th>Miles to be reimbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQ1</td>
<td>HQ2</td>
<td></td>
<td>43.00</td>
<td>0.00</td>
<td>43.00</td>
</tr>
</tbody>
</table>
TWO OFFICES

When a traveler has two offices the commute should be deducted based on which office the trip was related to.

These two are shown here for example purposes only – $0.00 trip reimbursements don’t have to be entered on the log.
Reminders

Your log should represent what you actually traveled. There is a space for normal commute deduction if applicable.

If you have a question not covered in these examples email cfaesbusiness@osu.edu
Covered in this presentation

- What is mileage
- What are the alternatives to mileage reimbursements
- Who is responsible for automobile insurance
- When can the mileage process be used (instead of the overnight travel process)
- How does my funding affect my process
- What system should I use (eTravel or eRequest)
- Tips on completing the mileage log
- Examples of how to calculate mileage
RESOURCES

University Travel Office
  eTravel  eRequest
University Training on use of e-systems
CFAES Travel
  Travel Forms
Federal Mileage Rate
State of Ohio Insurance Guide
Email CFAES Finance Service Center