

Mileage can only be reimbursed when the traveler drives a personal vehicle.

A personal automobile is considered cost beneficial when occasional travel is planned for distances less than 200 miles per day. For overnight trips, consider the average daily mileage over the period.

Travelers will be reimbursed at the current IRS rate for trips less than 200 miles per day. A reduced rate of \$0.246 is reimbursed for trips greater than 200 miles per day unless a cost benefit analysis shows the use of a personal car is cheaper.

Commuting mileage are the miles normally traveled to commute to or from work. Commuting mileage is not reimbursable .

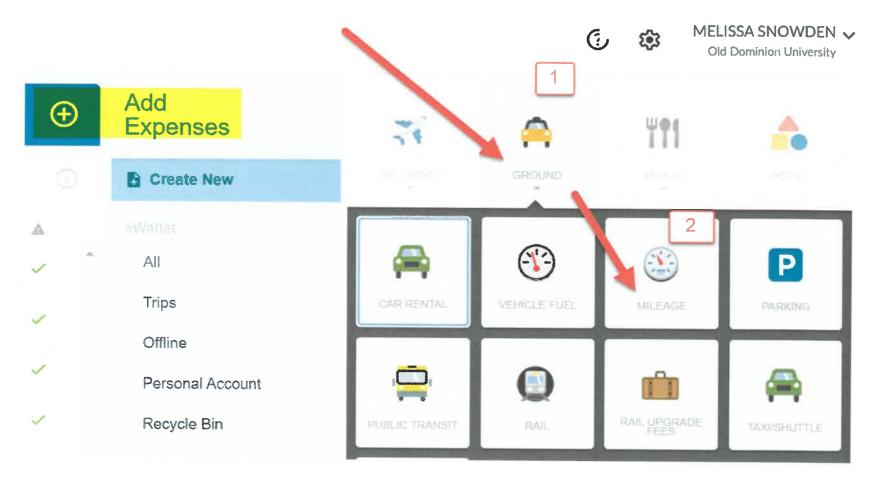
Before departing on your trip, complete the Travel Registry. Also, refer to Vehicle Use Policy #3250 regarding the driver authorization requirement when driving or borrowing any vehicle for business travel. Contact risk@odu.edu with questions.

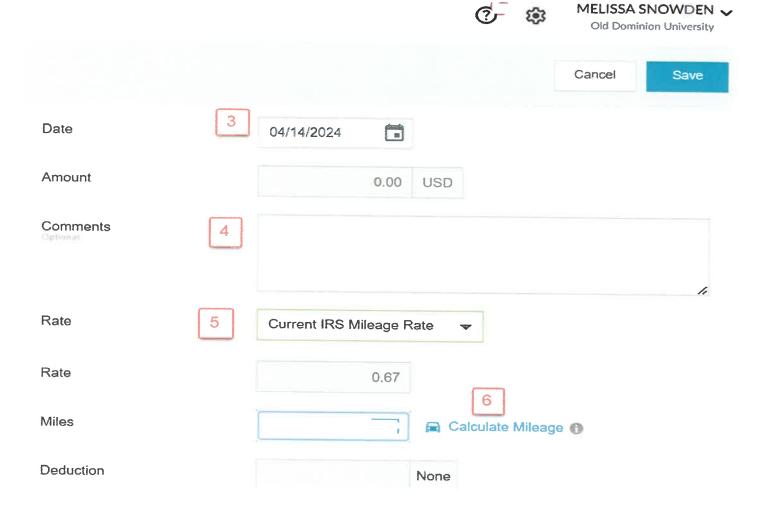
CAPP Topic 20335 references Mileage on pages 31-33.

https://www.doa.virginia.gov/reference.shtml#CAPP

Steps to input Mileage expenses:

- 1. Click on the expense tile for Ground on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
- 2. Select Mileage and complete the form
- 3. Date Input the receipt date or date the flight was purchased
- 4. Comments The mileage details will automatically be populated in comments once the form to calculate mileage is completed
- 5. Rate Select the current IRS rate if daily mileage is less than 200 miles. If mileage exceeds 200 miles/day, select the reduced rate of \$0.246 unless a cost benefit analysis indicates use of a personal car is cheaper
- 6. Calculate Mileage Click on calculate mileage





Steps to input Mileage expenses:

- 6. Input the address for the place of departure on the first line
- 7. Input the destination address on the second line. Click on Add Destination if mileage is being claimed for a trip to a second location on the same day or click on Return to Start if returning to the place of departure on the same day
- 8. Click on Save Trip once all destinations have been input for the day
- 9. Allocations Input the department budget code on the first line and the subaccount (expense code) for mileage training (7109) or non-training (7102) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.

Steps to input Mileage expenses:

10. Attachments - No receipts are required to claim mileage. If a cost benefit analysis is prepared, save the analysis and receipts in one pdf file on the desktop or individually. JPG, PNG, OFD, and TIFF files may also be uploaded.

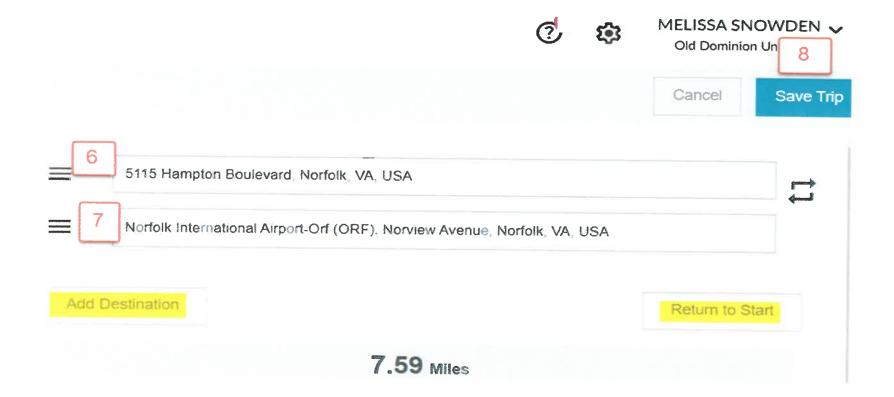
Attach the pdf file in Chrome River using one of the two methods shown below:

- a. Drag and drop the pdf file in the area marked as Drag image here to upload, or
- b. Click on Add Attachments and locate the pdf file to attach

Steps to input Mileage expenses:

11. None – Click on None and select Distance and input the number of commuting miles to deduct if mileage is calculated based on departing from or returning to home on a regular workday, and the residence is not the basepoint or regular work location

12. Click Save



		11	Cancel	Save
Deduction		None		
THE GITIDIOVEES DASE	mployees should be taken to/from Point is defined as the place, offi sis. It is the responsibility of the co s not reimbursable.	co or huilding whore	the travaler neview	man a late the same
Allocation 9				
1PC01 ACCOUNTS	PAYABLE 011001			
Mileage <200/day (Training) - 7109		residy financing	
Add Allocation				
Attachments (0)		10		
	Drag image here to upload	Add Attachments	-	

Cost Benefit Analysis

Office of Fleet Management Services

TRIP CALCULATOR

Enter Traveler's Name: *	
Jane Doe	
Enter Agency: *	
221	
Maximum of ten alphanumeric characters a	are allowed here.
Enter Destination: *	
Richmond	
Enter Number of Miles for the Trip: *	
91	
Enter the Number of Days for the Trip: *	
2	
Lowest Cost Transportation:	
Enterprise Vehicle:	Personal Vehicle:
\$102.31	\$60.97

Cost Benefit Analysis

Office of Fleet Management Services

Cost Comparison Between

Enterprise Provided Vehicle and Mileage Reimbursement

Effective January 1st, 2024

DAILY VEHICLE NEEDS

Traveler's Name: Jane Doe

Agency: 221

Destination: Richmond

Number of Miles for the Trip: 91 Number of Days for the Trip: 2

Lowest Cost Transportation:

Enterprise Vehicle: \$102.31 Personal Vehicle: \$60.97