



# CHROMERIVER EXPENSE

Mileage

# Mileage

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](mailto:risk@odu.edu) with questions.

CAPP Topic 20335 references Mileage on pages 31-33.

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

# Mileage

## **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

# Mileage

MELISSA SNOWDEN  
Old Dominion University

**+** Add Expenses

Create New

eWallet

- All
- Trips
- Offline
- Personal Account
- Recycle Bin

1

GROUND

2

MILEAGE

CAR RENTAL	VEHICLE FUEL	MILEAGE	PARKING
PUBLIC TRANSIT	RAIL	RAIL UPGRADE FEES	TAXI/SHUTTLE

The image shows a mobile application interface for tracking expenses. At the top right, the user's name 'MELISSA SNOWDEN' and affiliation 'Old Dominion University' are displayed. On the left, there is a sidebar with a green 'Add Expenses' button and a blue 'Create New' button. Below these are several menu items: 'eWallet', 'All', 'Trips', 'Offline', 'Personal Account', and 'Recycle Bin', each with a green checkmark. The main content area shows a grid of expense categories. The 'GROUND' category is highlighted with a red box labeled '1'. A red arrow points from the 'GROUND' category to the 'MILEAGE' option in the expanded grid, which is also highlighted with a red box labeled '2'. The expanded grid includes options for 'CAR RENTAL', 'VEHICLE FUEL', 'MILEAGE', 'PARKING', 'PUBLIC TRANSIT', 'RAIL', 'RAIL UPGRADE FEES', and 'TAXI/SHUTTLE'.

# Mileage



MELISSA SNOWDEN   
Old Dominion University

Cancel

Save

Date

3

04/14/2024



Amount

0.00

USD

Comments

*Optional*

4

Rate

5

Current IRS Mileage Rate



Rate

0.67

Miles

6

 Calculate Mileage 

Deduction

None

# 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.

# Mileage

## **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

# Mileage

## 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



# Mileage



MELISSA SNOWDEN ▾

Old Dominion Un

8

Cancel

Save Trip

6 5115 Hampton Boulevard, Norfolk, VA, USA

7 Norfolk International Airport-Orf (ORF), Norview Avenue, Norfolk, VA, USA



Add Destination

Return to Start

7.59 Miles

# Mileage

12

11

Deduction  None

Mileage incurred by employees should be taken to/from their assigned Base Point on normal work days. The employees Base Point is defined as the place, office or building where the traveler performs his/her duties on a routine basis. It is the responsibility of the department to assign an employee's Base Point. Commuting mileage is not reimbursable.

**Allocation** 9

- 1PC01 ACCOUNTS PAYABLE 011001
- Mileage <200/day (Training) - 7109

[+ Add Allocation](#)

**Attachments (0)**

10  

Drag image here to upload

# Cost Benefit Analysis

Office of Fleet Management Services

## TRIP CALCULATOR

**Enter Traveler's Name: \***

Jane Doe

**Enter Agency: \***

221

Maximum of ten alphanumeric characters 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:  
\$102.31

Personal Vehicle:  
\$60.97

# Cost Benefit Analysis

## Office of Fleet Management Services

Cost Comparison Between

Enterprise Provided Vehicle and Mileage Reimbursement

**Effective January 1st, 2024**

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### ***DAILY VEHICLE NEEDS***

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Traveler's Name: **Jane Doe**

Agency: **221**

Destination: **Richmond**

Number of Miles for the Trip: **91**

Number of Days for the Trip: **2**

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### **Lowest Cost Transportation:**

Enterprise Vehicle: **\$102.31**

Personal Vehicle: **\$60.97**