

MILEAGE REIMBURSEMENT FORM INSTRUCTION

NOTE: State Law Requires you to maintain automobile insurance in the amount of \$50,000/\$100,000 if using your vehicle for business purposes.

IN-STATE / OUT-OF-STATE

In-State Check Box	This box is Checked by default. If Out-Of-State Mileage only is reported UNCHECK box. Both boxes can be checked.
Out-Of-State Check Box	Check box if Out-Of-State Mileage is reported. When box is checked a TA # box will appear. Also the subcode 2162 box will appear in the FRS coding area (both with a lt. blue background). Subcode 2162 is Travel Out Of State
TA Number	Enter Travel Authorization number (if applicable) for Out-Of-State Mileage

PAGE NUMBERS

Page 1 of __	If more than one page will be used ENTER a page number greater than one. If page number is greater than 1, the form will calculate ALL pages and total them on the first page.
---------------------	--

EMPLOYEE INFORMATION

Employee Name	Enter name of person who is seeking mileage reimbursement (traveler).
Street	Enter street address of traveler
City, State, Zip	Enter City, State, Zip of traveler
Employee Department	Enter the name of the Department traveler works in
Employee Official Worksite	Enter Official Worksite of traveler determined by Department Head. If multiple worksites exist, list the worksite that applies to the day and time of the mileage request.
Employee Soc. Sec. #	Enter social security number

PASSENGERS

Passengers Check Box	If a passenger was present on the trip, check the YES box. When this box is checked a line will appear to the right. Enter name of passenger(s) on trip
-----------------------------	---

FRS ACCOUNT CODING

Fund	Enter 4 digit Fund Number (Example: 1162,1172,6005)
L	Enter 1 digit Ledger Number (Example: 2,3,4,5,6,7,8)
Account	Enter 5 digit Account Number (Example:32345)
Subcode	Enter 4 digit Subcode. Subcode 2164 (Mileage Pers Vehicle) is used for In-State Travel. Subcode 2162 (Travel Out-Of-State) is used for Out-of-State Travel. Subcode 2162 appears automatically when the Out-Of -State checkbox is check at the top of the form. Subcode 2161 (Travel in-State) is used for Tolls and Parking Fees.

Amount	The Amount for Subcode 2164, 2162 and 2161 will enter automatically from the log sheet. If more accounts are needed, an additional two lines are available and will be left blank. NOTE: If \$ amount is entered on the last two lines, ALL \$ amounts will be BLANKED OUT. New numbers can be entered manually. Make sure your totals for all lines equal Total Reimbursement at the bottom of the form.
FY	The Fiscal Year default is 2007. Do not change Fiscal Year
NORMAL ONE-WAY/ ROUND TRIP COMMUTE MILES	
(Use Only if Claiming Mileage From Home to an Off Site Location)	
Normal One-Way Commute Miles	Enter # of miles from Home to Official Worksite
Round Trip Commute Miles	Enter # of roundtrip miles from Home to Official Worksite. Note: Amount entered also appears on the first line in the Less RT Commute column on the Mileage Log
CHANGE OF FISCAL YEAR MILEAGE RATE	
Mileage Rate \$0.505 Check Box	Check this box if mileage date requested is before August 29, 2008 (\$0.505). Note: The mileage rate will be applied to the “one “page. For more than one page, each page will need the Mileage Rate\$0.505 Check Box checked.
MILEAGE LOG	
Date	Enter day in format: MM/DD. Year 2007 will enter automatically or enter MM/DD/YYYY for any year.
Day of the Week	“Pick a Day” of the week from the drop down list.
<input type="checkbox"/> mark	Check Box if the day is an EXTRA COMMUTE (i.e. Saturday)
FROM: Location, City/Town	Enter City/Town and State abbreviation.
TO: Location, City/Town	Enter City/Town and State Abbreviation.
Miles	Enter # of miles between FROM and TO locations.
Less RT Commute	Roundtrip commute miles will be entered automatically for the first day on the report. Subsequent days need roundtrip mileage on the first leg entered manually.
Parking Tolls	Enter total Parking Tolls received for the leg of the trip. Save original receipts.
Mileage Total	Total of Miles less RT Commute per leg of trip. Automatic calculation.
<input type="checkbox"/> mark	Check the box next to the leg of the trip that includes an Out-Of –State FROM or TO destination. When the box is checked, the form will calculate the Mileage Total and enter it next to Subcode 2162 (Out-Of-State Mileage).
Business Reason/Explanation	Brief description: (Example: To see client X)
PREPARER’S INFORMATION	
Preparer	Enter Preparer’s name
Extension	Enter Preparer’s 4 digit phone extension number

Mailcode	Enter Preparer's 4 digit Mail code number
FINANCE APPROVALS	
Accounts Payable Approval	All accounts except Ledger 5 and 6 must be approved by Accounts Payable.
Grants Approval	All Ledger 5 and 6 accounts must have approval from the Grants Department before being submitted to Accounts Payable for final approval and payment.
FORM TOOLS	
Reset Heading Button	Resets all fields above the Log on all pages
Reset Log Button	Resets all fields in the Log and below on all pages
Print Button	Prints Form.
Page _ of _	Use for multiple pages
Pop-Up Messages	A number of fields have a pop up, a helpful hint to fill the form out when the cursor enters the field.