

## BUSINESS SERVICES – TRAVEL

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1250 Siskiyou Blvd, Ashland, Oregon 97520  
T 541-552-6574 | F 541-552-6573

### Local Travel Mileage Expense Reimbursement Report

Criteria for requesting local mileage reimbursement

#### Definitions:

- Local Travel: Travel less than 100 miles with no overnight stay.
- Primary Work Location is campus location where the employee is typically expected to report to work on a regular basis.

SOU has two established campus locations:

- Ashland Campus, located at 1250 Siskiyou Blvd.
- Medford Campus Higher Education Center, located at 101 South Bartlett

Supervisors establish a campus as an employee's primary work location to conduct their operations (based on their primary work effort, or their primary office location).

Employees are not eligible to receive a mileage reimbursement for travel from their home to their primary work location, or from their primary work location to return home. Employees will not be eligible for a mileage reimbursement if they are asked to report from home to a work location that is closer to their home than their primary work location, or from home or primary workplace to a work location that is closer to their home than their primary work location.

#### Examples:

John lives in Medford, and works on the Ashland campus as his designated "primary work location".

Jane lives in Ashland, and works on the Ashland campus as her designated "primary work location".

Both John and Jane are not eligible for mileage reimbursements for traveling to/from the Ashland campus at the start, or end, of the work day.

Once reaching the Ashland campus, both Jane and John are required to travel to the Medford Higher Education Center for a meeting, and then both must return to the Ashland campus: mileage associated with this additional travel can be reimbursed to both individuals, at the approved standard mileage rate.

Once reaching the Ashland campus, John and Jane are required to travel to the Medford Higher Education Center for a meeting, but the end of the meeting represents the end of the business day, and both John and Jane go directly home:

- 1) Mileage associated with the travel to the HEC for John would not be reimbursed, since it does not represent greater mileage cost being incurred beyond what John would have incurred in his normal travel to and from his home, in relation to his primary work location.
- 2) Mileage associated with the travel to/from the HEC for Jane would be reimbursed, since it does represent greater mileage cost being incurred beyond what Jane would have incurred in her normal travel to and from her home, in relation to her primary work location.

Jane and John are required to report to the Higher Education Center for an all-day meeting:

- 1) Mileage for John would not be reimbursed since the amount of miles traveled is less than the amount he would have incurred in his normal commute to his "primary work location".
- 2) Mileage for Jane could be reimbursed since she is traveling distances that are greater than she would have normally incurred in her commute to her "primary work location".

Employees who are required to do additional local business travel, from their primary work location (or to a work location that is farther than their primary work location), are eligible to receive a mileage reimbursement for the additional mileage, using currently approved SOU mileage reimbursement rate, which can be found at: [http://www.sou.edu/bus\\_serv/travel/travel-rates.html](http://www.sou.edu/bus_serv/travel/travel-rates.html) .

#### Example:

John attends an all-day meeting in Grants Pass, Oregon. Distance from Medford to Grants Pass: approximately 35 miles (70 mile round trip). Distance from Medford to Ashland: approximately 15 miles (30 mile round trip). John could be reimbursed for the miles he traveled on the day, less the miles he would have traveled in his normal commute to his primary work location. In this example, John could be reimbursed for 40 miles, using the approved mileage rate.

Mileage in excess of 100 miles per trip will be reimbursed using the standard Travel Expense Report reimbursement form, and rates found at the following website: [http://www.sou.edu/bus\\_serv/travel/index.html](http://www.sou.edu/bus_serv/travel/index.html) .

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### Local Travel Mileage Expense Reimbursement Report

#### Instructions for Completing Form

- 1) Requests should be submitted on a monthly basis.
- 2) Fill in departmental information at the top. If you save a copy to your local drive, so you can have this information defaulted in for the next time, but periodically check the Business Services Website ( [http://www.sou.edu/bus\\_serv/SOU-BS-Forms.html](http://www.sou.edu/bus_serv/SOU-BS-Forms.html) ) to confirm you have the most recent version by matching the “last revised” date on the bottom of the web form to the date on the version you are looking to submit (**Note: the form will be updated as requirements change, and departments will be required to use the most current version to receive reimbursement**).
- 3) Enter the data in the central table:
  - Date (Tip: enter just the month/day, and then [enter] or [tab], and the year will default into the field).
  - Reason for Travel: “commute between campuses” would be adequate when traveling between the campuses.
  - Enter Total Miles. When you touch [enter] or [tab], the “cost” amount will be calculated for you.
- 4) Complete the “Summarized Billing Information” section.

The detailed information allows the ability to input multiple index codes where appropriate. The “Summarized Billing Information” box will simplify it for data entry when multiple index codes are being used, over multiple trips during a month.

Tips:

  - a) The Index and Activity codes on the first line of the detailed listing will be automatically defaulted to the first line on the “Summarized Billing Information” section. If more than one Index, or Activity, code are to be charged over the course of the month, just add the additional codes to the lines provided (along with the appropriate dollar amount for each one).
  - b) Enter the amounts (and additional Index/Activity code information). The totals in both sections should match.
- 5) Complete the Certification.
- 6) Sign and date.
- 7) Obtain Supervisor’s signature.
- 8) Submit to Business Services – Travel, for processing and payment.

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[http://www.sou.edu/bus\\_serv/purchasing/index.html](http://www.sou.edu/bus_serv/purchasing/index.html)