



MILEAGE REIMBURSEMENT POLICY

When submitting for mileage reimbursement, a MapQuest printout is required to substantiate mileage unless you are traveling between campuses. Please refer to Intercampus Mileage Reimbursement for additional information. Travel between the office and home (commuting) is not a business expense. If an employee does not report to the office, but goes directly to another location, he/she will be reimbursed for the mileage in excess of what would normally be traveled between the home and the office. The University does not reimburse mileage for events being held at the University.