

Requesting Mileage Reimbursement

1. Determine your total amount of mileage for reimbursement by either using the mileage charts located on the Employee Travel page, or by using the mileage calculation site [here](#). The use of the mileage charts, does not require a printed route map be submitted with the TR1.

Remember: When claiming mileage it must be the shortest major highway route. If your official station is closer to your destination than your home, then you must use your official station as the starting point for mileage calculation, and vice versa. Also, if your destination is within the city listed, but is farther than mileage shown please submit a printed route map with your TR1.

2. Complete a travel requisition to your T number for the total mileage x .42 and use the sample document text below as a guide. Instructions for requisition entry can be found in the [Banner Manual](#).

Enter Document Text, Print:

Personal vehicle mileage for Jane Smith to travel to surrounding areas to conduct business on behalf of ATU-Ozark campus from 3/1/16-3/31/16
280 miles x .42 = \$117.40

3. After your trip, complete a TR1 (see sample below) and submit to Travel Services along with your purchase order and mapped route printout if necessary. Reimbursement will be issued within 5 business days of receipt of complete TR1 and documentation.

Arkansas Tech University EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT FORM, TR-1E													
PO Number(s): <u>P012345</u>												Please indicate here if you would like to pickup your check in the Disbursing Office located in Browning Hall.	
DEPARTMENT: <u>Procurement Services</u>		Index: <u>AFPURC</u>											
Name of Payee: <u>Jane Smith</u>		OFFICIAL STATION (Rsvl, OZ, ATCC, etc.): <u>Russellville</u>											
Home Address: <u>123 Ave T Russellville, AR 72801</u>		Private Vehicle License Number (Only necessary if claiming mileage reimbursement): <u>ATU 123</u>											
DETAILED EXPENDITURES OTHER THAN MILEAGE								Personal Vehicle Mileage Reimbursement					
DATE	NAME OF TOWN VISITED	Common Carrier (airline, train, etc)	Lodging	Meals	Meal Designation (B,L,D)	Incidentals	Incidental Code (see below)	Total Per Day	FROM	TO	MILEAGE DRIVEN	RATE PER	AMOUNT CLAIMED
1/6/17	Little Rock, AR								Russellville, AR	Little Rock, AR	78	0.42	32.76
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