Travel Forum

Parking and Transportation, Mileage & Auto@Airfare

May 7, 2019
Types of Parking & Transportation
When traveling out-of-state and the traveler elects to drive his or her own car instead of using a commercial carrier, reimbursement will be the lower of:

- The allowable mileage rate; or
- The associated expenses of flying as allowed and documented by the department.
Auto@Airfare

- Reasons for using Auto@Airfare
  - Traveler is transporting necessary equipment
    - Put a comment on the TR explaining why the traveler drove
  - There are multiple travelers or multiple destinations
    - Put a comment on the TR explaining why the traveler drove
  - Traveler elected to drive
    - Cost comparison attached to the TR with back-up documentation
Auto@Airfare Example

Roundtrip mileage from USU to San Francisco
1,543 miles @ $0.485/mile = $748.36
$246.60 Airfare
$60.00 Baggage ($30 each way)
$83.91 Roundtrip mileage to airport
$54.00 Airport parking ($9/day)
$277.21 Car rental
$50.00 Fuel for rental
$771.72 TOTAL
Bus
Department Vehicle

- You don’t need a TA if this is the **ONLY** expense
Fuel Only

- For fuel reimbursement only
- NOT MILEAGE
Metro/Train

- For reimbursement of train tickets, metro passes, etc.
You don’t need a TA if this is the **ONLY** expense
Other

- Bicycle rental, horse, etc.
Parking

- Whenever possible traveler should park in the economy lot
  - If traveler parks in short-term, include an explanation (travel expenses need to be reasonable)
Did you know that Enterprise and National rental vehicles can be directly billed to USU?

See travel website https://travel.usu.edu/before_trip/rental_cars
Ride Share

- Lyft, Uber, etc.
  - NOT Salt Lake Express, taxi, a friend
Shuttle

- Salt Lake Express
Taxi

- NOT a ride share
Travel Procedures: Mileage

- **Private Automobile**
  - Passenger Cars $0.485 per mile
  - Pickups & SUVs $0.55 per mile (Only available when University related travel requires hauling a load or towing a trailer)
  - For personal mileage reimbursement on an open TA, documentation of mileage must be submitted which should include dates, times and miles traveled.

[Travel Policy & Procedures](https://travel.usu.edu/travel_procedures)
Mileage

- Documentation
  - Map
  - Mileage log

- Tips
  - Miles being reimbursed **MUST** match number of miles on a mileage log
  - Map screenshots should match mileage reimbursement
  - Have accurate Departure/Destination Cities
  - Rounding
    - ≥ 0.5 round down (EX: 189.3 = 189)
    - ≤ 0.5 round up (EX: 189.7 = 190)
Travel Resources

- University Policy 515: Travel
- https://travel.usu.edu/