

Mileage

All mileage shall be shown from point of origin to point of destination. The Mileage Calculator within Concur should be used when entering mileage. If needed, the Daily Travel Report form from the [Department of Transportation](#) may be used and attached the Travel Expense Report (TER). To compute mileage not available from the Department of Transportation web site, visit [MapQuest](#).

Vicinity mileage necessary for the conduct of official business is allowable, but must be shown as a separate item on the TER.

Cost of operation, maintenance and ownership of a vehicle are the responsibility of the traveler. UWF is not authorized to reimburse a traveler for repairs, fines for violations of the law, or other related costs incurred while traveling on official UWF business.

Travel Route

All travel connected with UWF official business, must be by the most direct route. If a person travels by an indirect route for convenience, the extra costs must be borne by the traveler. Travelers are authorized to claim mileage from their official UWF headquarters or home, whichever is less.

Use of Own Vehicle

Whenever travel is by privately owned vehicle, the traveler shall be entitled to mileage allowance at the current fixed rate of 44.5 cents per mile.

Use of State Vehicle

If travel is in a State-owned vehicle, the traveler cannot claim mileage. The State vehicle identification number should be entered into Concur. The Traveler can claim fuel with a valid receipt if paid out of pocket. WEX Gas Cards may also be checked-out with the Controller's Office via a WEX Jira Ticket.

Claim Mileage from Home

Travelers shall not be paid a mileage allowance for travel between their residence and their UWF headquarters or regular work location.

Travelers' reimbursement request of travel expenses claimed from an actual point of origin rather than their official headquarters shall contain an explanation of the emergency which necessitated their travel from such point.

At no time shall travelers be reimbursed for expenses in traveling between their home and their regular place of employment.

Mileage to Airport

When traveling to the airport, the traveler is authorized to claim mileage from the official headquarters or home of the traveler, whichever is less.

For further information regarding travel mileage, please refer to the UWF Travel Manual.