

Requesting Mileage Reimbursement

In order to request mileage reimbursement for personal vehicle usage on behalf of Liberty University, employees must add a line item for mileage to the ER.

1. Add a new 'Out of Pocket' expense by selecting a mileage Expense Type from the drop-down list on the 'Overview Tab'

Travel Category	Per Diem Allowance
Local Mileage	MCMILE
Host Travel	HXMILE
Interview Travel	HXINMILE
Business Travel	TBMILE
Pro Dev Travel	TPMILE
Recruiting Travel	TRMILE
Team Travel	TTMILE



Notice the above expense types for mileage. These expense types can only be used when requesting reimbursement for personal vehicle usage on an ER.

2. Fill out *Required fields in 'Standard Information' section
 - a. Date: Use the date of travel or first date of travel if more than one day
 - b. Distance: Using an online map tool, input distance in miles
 - c. Destination and Origination: Select the 'Magnifying Glass,' search in the "State/Province" field for CONUS (Continental United States). Select that option.

Expense Item TBMILE: Mileage Reimbursement, Business Travel Find Location

Enter search criteria to find a location. You can also [manage](#) recent entries.

City <input type="text"/>	County <input type="text"/>		
State/Province CONUS	Country United States		
Is User-Created <input type="text"/>			

New
1 Row [Export](#)

City ↑	County	State	Country	👤
Select	STANDARD CONUS RATE	STANDARD CONUS RATE	CONUS	United States

3. Add FOAPAL information to 'Charge Code Allocations' section
4. Add an Activity code, if applicable, to the Activity field
5. Fill out any applicable fields in 'Additional Information' section

- a. Note: The 'Trip Number' field is used to record travel expenses for future reporting and planning. It should be specific, easy to remember, and repeatable. (ex. BAConf2016)

1 Standard Information

*Expense Type: TBMILE: Mileage Reimbursement, Business Travel | *Date: 5/17/16 | *Distance (Mile): 124 | Amount Paid: 66.96 | *Destination: ROANOKE (CITY)Virginia/United States | *Payment Type: Cash | *Origin: LYNCHBURG (CITY)Virginia/United State

Personal or Per Diem

2 Guests [1]

Average: \$66.96

Add Remove 1 Row [Export](#)

First Name Last Name ↑ Company

End User

3 Charge Code Allocations [100% Finance Infrastructure]

*FOAPAL: LU-U-111101-H1005-60-1H1001 | Activity: 1H1005

4 Additional Information

Trip Number	Description	Purchase Order Number	PO Item Number	PO Seq Number
SadlerPickup1				

5 Notes

6. Add detailed comments in 'Notes' section
7. Click the 'Save' button