

Field Experience Mileage reimbursement

Any person (employee, student, volunteer) who will be driving a vehicle (personally owned or rented) on University business must be authorized to drive. To become an authorized driver, review the Driver Authorization Policy and complete a Vehicle Use Agreement (VUA). The VUA was formerly referred to as the Driver Authorization Form. If you have a paper Driver Authorization Form on file, you need to complete an electronic VUA.

Employees must complete an electronic VUA by logging into the Wisconsin Department of Administration [VUA Sign-up Portal](https://fleetportal.wi.gov/my.policy). <https://fleetportal.wi.gov/my.policy>

1. When driving your personal vehicle for University sponsored business. The following rates apply:
 1. Less than 100 miles roundtrip - Standard Rate
 - a. \$0.58 per mile
 2. More than 100 miles roundtrip - Turndown Rate
 - a. \$0.375 per mile
2. For a **Day Trip** enter one expense line with the round trip mileage.
 1. Google Maps or MapQuest maps are required in assisting auditors with processing reports.
 2. The most direct route must be taken
 - a. Exceptions: Road closure, construction, etc.
3. Expense Report Submission:
 1. Expenses must be submitted within **90 days** after the trip completion date or will not be reimbursed by the University.
4. Complete mileage e-reimbursements **monthly**
5. It is the responsibility of the Supervisor to fill out and complete their mileage reimbursement
6. The starting address is UWL if you have an office on campus. If you do not, then your starting address will be your home.
 1. If you use your home address as the starting location, you will need to make a note within your e-reimbursement that you do not have an office located at UWL.
7. The description for each mileage line should include your starting address and the school(s) you are visiting
8. Use the correct funding string of 102-6-030120