University Supervisor

Mileage Reimbursement Instructions

*** MUST BE SUBMITTED EVERY 3 WEEKS FROM START OF FIRST TRIP ***

1) Go to [http://finance.uncc.edu/forms](http://finance.uncc.edu/forms). Items are in alphabetical order. Click on Mileage & Parking Reimbursement. Click on “Open,” not “Save.”

**Make sure you have selected “Mileage and Parking Reimbursement,” NOT “Travel Reimbursement.”**

If you receive a prompt asking you if you want to “enable macros,” say “YES.” An Excel spreadsheet will open that says at the top, “UNC Charlotte Request for Mileage and Parking Reimbursement.” **Please do not save this to your desktop.** Open the link each time and fill it in from the website. The form is updated/changed frequently throughout the year and will not be accepted if you have used an old version. By clicking on the link each time, you are guaranteed to have the most current form.

2) **The mileage form cannot be hand-written.** It must be typed, printed, and signed. It must have an original signature, so it cannot be faxed or copied. You can mail it to the OSCP Admin. Assistant at the address below. It cannot be printed in landscape. (You may have to adjust you print settings to make sure it prints on one page). If additional space is needed, please total mileage on the first page and begin a second reimbursement form. Do not add a continuation sheet to the first page.

3) **MapQuest directions must be included for each trip** (*only one per location is necessary*), in order to prove mileage. If you have multiple trips for the same place, you only need to have one map print-out attached to show mileage for that trip. You will need to submit MapQuest print-outs **EVERY TIME** you submit a mileage reimbursement.

(TIP: Make a copy of your MapQuest print-outs the first time and copy them for future trips to the same location). If you are a full-time employee of UNC Charlotte, use Home or UNCC for departure (must use the shortest route to destination). All others (part-time) use Home as your departure. Part-time supervisors should complete a Telecommuter Agreement to receive reimbursement from home.

4) Mileage rates are as follows and subject to change (refer to finance.uncc.edu/forms):

- Mileage does not exceed 100 miles per round trip = .545 cents per mile
- Mileage exceeds 100 miles per round trip = .33 cents per mile

Please review examples:

- **Example #1:** An employee travels to Raleigh for a meeting. They drive to Raleigh the night before (154 miles) and return after the meeting concludes the next day (154 miles), total round trip mileage is 308. Reimbursement: The employee will be reimbursed $101.64 (.33/mi. x 308).
- **Example #2:** An employee drives from campus to an off-campus meeting and then returns to campus (60 miles), then on the same day drives from campus to another off-campus meeting and returns to campus (50 miles). Total round trip mileage for both meetings on this day is 110. Reimbursement: Since the employee took two separate trips, the employee will be reimbursed $59.95 (.545/mi. x 110).
- **Example #3:** An employee drives from campus to two separate back-to-back, off-campus business meetings and then back to campus during the same day. Total round trip mileage for both meetings on this day is 110 miles.
Reimbursement: Since the employee is considered by OSBM to have taken one trip, the employee will be reimbursed $36.30 (0.33/mi. x 110).

(If you anticipate an upcoming trip over 100 miles, you may e-mail Miski to request a University car in advance. If you are denied a vehicle for that trip, you will still need to claim the reimbursement rate of 0.33 per mile on the form. Car requests must be handled on a per-trip basis and should be requested at least 5 business days prior to departure).

**Completing the Mileage Reimbursement Form:**

1) **Top Left Section:**
   Fill in your UNCC ID# (it begins with 800), name, home address, city, state and zip. If you do not know your ID#, leave it blank and we will fill it in for you.

2) **Top Right Section:**
   The Contact Name is (Miski Homenick). The Contact Phone is “7-8802.” The Issuing Dept. is “OSCP.” Fill in the date you are submitting the form.

3) The three questions at the top of the form (student, U.S. Citizen, and employee), must be answered yes or no.

4) **Chart:**
   Fill in each line across including the date of departure, the place of departure (see below), destination (name of school), Business Purpose should be student teacher observation. Press the tab key to move to the next cell. Don’t type anything under “parking” unless you had to pay to park. Under mileage, enter your round-trip mileage. Under rate, type in .545 or .33 depending on the length of your trip. After you type the rate, press the tab key, and it should automatically fill in the amount line next to it. It automatically calculates the total at the bottom, as you continue to add lines.

5) **Bottom left section:**
   Be sure to sign the “claimant’s signature” and date. Leave the “Supervisor’s Signature” blank – that is for Dr. Greene to sign. If you do not sign the form, it will be returned to you and delay your reimbursement.

6) **Bottom right section (Source of Funds):**
   The Fund is 101407. The account is 925140 (Please fill these in each time). The amount is the total dollar amount of your reimbursement. The Amount under the “Source of Funds” does not automatically populate, please type it in.

Attach your MapQuest print-outs and mail or deliver to The Office of School and Community Partnerships.

Remember, forms cannot be faxed, copied or emailed – they must have original signatures and MUST be typed. Be sure the form prints completely on only one page.

Contact info:
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