

University Supervisor Mileage Reimbursement Instructions

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

- 1) Go to <http://finance.uncc.edu/forms> . Items are in alphabetical order. Click on Mileage & Transportation Reimbursement. Open the downloaded form.

Make sure you have selected "**Mileage and Transportation Reimbursement,**" NOT "Travel Reimbursement."

An Excel spreadsheet will open that says at the top, "MILEAGE AND TRANSPORTATION REIMBURSEMENT (MTR)." **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 your 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/Google **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 set of directions attached to show mileage for that trip, maps are not needed. You will need to submit print-outs **EVERY TIME** you submit a mileage reimbursement.
(TIP: Make a copy of your MapQuest/Google 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.
- 4) Mileage rates are as follows and subject to change (refer to finance.uncc.edu/forms):
When round trip mileage does not exceed 100 mi per trip = .580 cents per mile
When round trip mileage exceeds 100 mi per trip = .33 cents per mile

(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 .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).

HEADER section:

- Top Line is supervisor information. (*Employee/Non-employee* is a drop down for you to select).
- The Name of College/Department is "OSCP."
- The Contact Name is (Miski Homenick).
- The Contact Phone is 7-8802.
- Next line, enter your address information
- Payment type will be "DD1"

TRIP LOG section:

Fill in each line across (tab through to each section) starting with the **Date of departure**, **Departure status** (*Part-time supervisors should choose the drop down, Telecommuter*), **Destination** (name of school), **Business Purpose** should be **initial visit** or **student teacher observation**. Enter your mileage. TAB. The form will automatically calculate the **amount** and **total**. Proceed to the next line(s) to complete section. The **total to be reimbursed to claimant** (grand total at bottom) should automatically populate.

*Please note: Be mindful of trips where you travel to multiple schools and the total mileage is over 100 miles.

The form cannot calculate the .33 cents per mile if you are entering separate lines for each school that you travel to. After entering each school on separate lines, then only enter the total trip miles on the last line so that the form can calcite the .33 for mileage rate. Any questions, please call the office.

FUNDING section:

The **Fund code** is 101407. The **Account** is 925140 (Please fill these in each time you submit a form). The amount is the total dollar amount of your reimbursement (same as above total). The **Amount** will not automatically populate, **please type it in**.

APPROVAL section:

Be sure to sign above "Signature of Traveler "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.**

Attach your MapQuest/Google print-outs. 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 Mileage Reimbursement form prints completely on only one page.

Contact info:

Miski Homenick

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