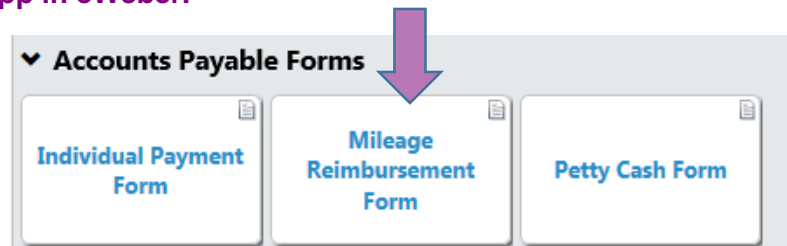


How to Process Mileage Reimbursements

Use this form for all mileage that does not involve an overnight stay. Overnight mileage must be submitted via the Individual Travel Reimbursement System. A series of small claims may be accumulated on a log and submitted as a group, but must be submitted by the end of each semester per PPM 5-32. Assign this form to your supervisor for approval. For extended day and overnight travel, continue using the Travel App in eWeber.

Log-in to PAW Place and go to the “Shopping” area.

- From the **Accounts Payable Forms** section
 - select the **Mileage Reimbursement Form**



Enter the required information:

- **Supplier**—Enter the name or “W” number of the individual that is requesting the reimbursement. This cannot be the requestor. Your cart will be automatically reject if you try to request a refund for yourself.
 - **Unknown Supplier**-If the individual is not set-up in PAW Place, use Unknown as the supplier name and complete the name/address/other information. Do not include a social security number. You can fax or send via campus email a vendor registration if the individual needs to be set-up in the system.
- **General Information**
 - Was this an overnight or extended day trip? Select Yes or No
 - Beginning Mileage Date Claim Range—Input date
 - Ending Mileage Date Claim Range—Input date
 - Destination—Where did you go? If you went to various locations, you can add a statement that this is for various location. You will need to record the destinations on the travel log.
 - Product Description--Describe reason for the in-state day travel.
- **Mileage Calculation1**
 - Beginning and Ending Odometer Readings are optional, but can be used for a single day trip.
 - Description/Unit Price/Quantity/Ext. Price.
 - In the “Quantity” box, input the total number of miles. There are two options, one for \$0.38 and the other for \$0.18. Use the amount allowed by your department or the amount for the type of miles per policy.
 - Recalculate the list total. The total reimbursement will be displayed.
- **Attachments**—attach a copy of the trip log if you are submitting this request for multiple locations and dates. There is a link to a spreadsheet log you can use at the top of the form. Accounting Services will verify that the travel log is complete and that the travel is an allowed expense.
- **Select “Add and go to Cart” then select GO. Your request will be sent to the shopping cart.**
- **Mileage reimbursements MUST be submitted to (signed by) your supervisor (per policy.) At this point you need to “ASSIGN CART” to your supervisor to complete.**

For questions and help completing the form: Please contact the Purchasing Office at ext. 6014. You can also email purchsing@weber.edu. See <https://www.weber.edu/purchasing/pawplace.html> for more information.