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 Calculation**
  - 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 purchasing@weber.edu. See https://www.weber.edu/purchasing/pawplace.html for more information.