

OFFICE OF FIELD EXPERIENCE MILEAGE REIMBURSEMENT CHECKLIST

- ☐ Before you enter your Mileage Expense Report you will need to become an authorized driver to be reimbursed for travel mileage or rent a car on university business. Review the UW-Whitewater's [Risk Management Services Site](#) to become an authorized driver. Once you receive a message from Fleet that you have become an authorized driver you can submit your mileage.
- ☐ Expense reports must be submitted within 90 days of the end of your trip to be eligible for reimbursement. Further information can be found in the [Travel and Expense General policy section H](#).
- ☐ To learn more about the travel policies, procedures and reimbursement we highly encourage you to sign up via the UW-Whitewater [training homepage](#) for E-Reimbursement training.
- ☐ Review the cheat sheet on how to [enter a mileage claim](#). You **will** need to enter roundtrip Google Maps or a MapQuest for **each** trip. Deviations from the most direct route must be explained on the expense report. If you are using your home as the starting point, it must be fewer miles to your location then using UW-Whitewater as your starting point and you must include the Headquarter City Memo which you can request from Jill Gerber gerberj@uww.edu.
- ☐ Make sure to attach maps (GoogleMaps or Mapquest) and a travel itinerary for the entire expense report and include each trip.
- ☐ Sign into the [E-Reimbursement for mileage travel system](#) which can be accessed from the UW-Whitewater webpage.



Click on Expenses to begin:



- ☐ The correct funding string for your mileage is: Fund-102
Dept-221900
Program-2
- ☐ User guides and tutorials full list: <https://www.wisconsin.edu/travel/reimbursement/expense-system-tutorials/>
YouTube Video Tutorial: <https://www.youtube.com/watch?v=z1GG2nqDvg8>

If you have questions or Jill Gerber gerberj@uww.edu 262.472.1935.

Travel Itinerary

University Supervisor's Name: _____

Home address: _____

Headquarters City Memo required

In the field to the left - enter **YES** or **NO**. Memo is required for adjuncts who are **ONLY** doing supervision and not teaching.

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