

County Mileage Claims

Travel in private vehicles for Extension related business is reimbursed as mileage. The amount paid for mileage is intended to compensate the traveler for wear and tear, gas, and insurance coverage on the privately owned vehicle (POV). The Purdue University Travel website - <https://www.purdue.edu/procurement/travel/regulations/personal-car-usage.php> - has a Mileage Information Guide that gives official mileage from West Lafayette to cities in Indiana.

- Mileage lists are distances between principle intersections nearest the center of cities via the shortest available and/or commonly traveled route.
- Additional official automobile travel within a city or town shall be listed separately from travel between cities or towns and shall be itemized sufficiently to show the address or addresses visited.
- Additional travel outside a city or town shall be listed separately from travel between cities or towns and shall be itemized sufficiently to show the residence visited and the approximate mileage.
- Townships must be listed for travel to residences outside of a city or town.

Mileage should be claimed from one's office to destination. Business mileage may not be claimed from residence to the office. Mileage may be claimed from home residence when it is a lesser distance than from the office. When claiming mileage from residence, document on the claim form that it is a lesser distance.

When completing the County Mileage Form (Form 21), provide sufficient detail including the address/location and purpose of the trip. The mission of CES is education and the wording on mileage requests should reflect purpose of trip. "To attend meetings", "pick up supplies", "take exhibits", "go to Purdue", etc. may be questioned. "To assist with meeting", "to procure educational materials", "to consult with specialist", etc. would be more appropriate. Mileage claims must satisfy Purdue and State Board of Accounts.

Other suggestions that may help you "get the most of your mileage" are as follows:

- Be as specific as possible in your purpose of travel. If you meet someone at a particular place to share a ride, list it as such, not just from one city to another.
- Mileage claims should all be totaled, balanced, and brought down to the "Total Cost" line. The "Total Reimbursement Requested" and "Total" boxes should be filled in.
- All claims and any other forms submitted to the State Office should be typed or filled out and signed in ink. Pencil signatures are not honored as "valid" by the state auditors.
- Do not list from "one county" to "another county". Be specific. Do not generalize.

CES Form 21 is to be completed and signed by the claimant and the CED. CED's are to email their forms to their District Director for approval. Form 21s are then uploaded into the Concur system when submitting monthly mileage reimbursement reports.