Mileage

The following documentation and/or information is required mileage expense:

☐ A map indicating the total distance between origin and destination(s) (see MapQuest or Google Maps). The map should clearly show the origin and destination street addresses and the total number of miles between them.

☐ A UW-Madison business purpose and description of the trip -

Other Details to enter in the Description field:

- The Street Address
- If your origin point is from home, say that.
- If your origin point is from the office, say that.
- If the mileage you are claiming is roundtrip, say that.
- If the mileage you are claiming is one-way, say that.
- If two or more persons traveled together in a personal vehicle, indicate that, along with the other persons’ name(s).

Description example: “Mileage from office, 1300 Linden Dr, Madison, WI to conference location, 1234 Example St, Milwaukee, WI roundtrip.”

☐ An explanation must be provided for mileage claims that exceed the direct route by more than 10%. (A 10% tolerance may be used to account for detours, incidental miles, etc.)

☐ If not an approved driver with Active status on the Approved Driver Database. Documentation is required that an approved driver application has been submitted to UW-Risk Management,