**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,