Per the University Travel Policy: Local Mileage

Employees may use their personal vehicles to travel across campus or to off-campus locations. Requests for reimbursement for permitted local travel should be managed through a log detailing local trips and should only be submitted when total reimbursement is $25 or more or when mileage incurred during a fiscal year must be settled for year-end closing processing. Budget administrators have the authority to limit local mileage reimbursement.

**Penn State Enterprise Information Technology Internal Policy**

- Staff are highly encouraged to use the transportation that is currently available on University Park campus including the Campus Shuttle and CATA bus routes.

- Travel across University Park for meetings is not reimbursable due to other modes of transportation being available as described above.

- A log detailing local trips must be maintained by the employee and submitted with the supervisor’s signature when $25 or greater for reimbursement. Annual amounts less than $25 will only be reimbursed during the fiscal year-end closing process. Completed and signed reimbursements must be received in the Financial Office not later than two business days after June 30th.

- A template will be provided by the Financial Office and must be completed with signatures before reimbursement is entered into ERS.

- A valid business purpose must be included for each line on the report.

- The mileage reimbursement rate will be the rate that is in effect per the University Travel at the time the report is approved.

- All expenditures will be incurred on the employee’s home budget.

- A mileage grid for inter-campus travel on University Park has been created for convenience.