

# Travel – How to Submit a Monthly Mileage Log

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| <b>Purpose:</b>       | Submitting a monthly mileage log.   |
| <b>How to Access:</b> | Go to the Business Travel Website and under Stratus Travel Resources click on TU Monthly Mileage Log.   |
| <b>Helpful Hints:</b> | Be sure to keep in mind that...<br><br>A Monthly Mileage Log is required to be submitted for those travelers who typically seek mileage reimbursements that span over several weeks during the semester (student supervision, field work, etc.) |
| <b>Procedure:</b>     | Complete the following steps to submit a monthly mileage log:   |

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- Navigate to:  
[https://www.towson.edu/financialservices/travel/documents/mileage\\_spreadsheet.pdf](https://www.towson.edu/financialservices/travel/documents/mileage_spreadsheet.pdf)
    - Download and save a working copy of the PDF document to your computer.
    - Remember to keep a master copy and then change the name with each trip.
  - An employee's daily commute miles are not reimbursable per State regulations; therefore, commute miles must be deducted from the total miles claimed for each trip with the following exceptions.
    - The trip starts and ends at the regular work location.
    - The trip starts and ends on a non-duty day.
  - For your convenience, a google map link is available on the TU Business Travel Office Website.
  - Documentation will be required to support the number of miles traveled.
  - Only attach the page with the mileage results not the driving directions
  - Complete all requested fields online so formulas will calculate all relevant totals.
  - Ensure that you have saved all changes and updates to your log before exiting the document.
  - Self-help docs and training video for Travel Expenses can be found on the Business Travel Website.
    - Date of your expense report
    - Templates instate or out of state
    - Type of expense – Mileage Log
    - Amount

## Travel – Monthly Mileage Log

1. The same date should be used for the start and end date. This date should be the last date of travel.
2. Expense Location
3. Upload your saved mileage log
4. Upload your maps
5. Total Distance – Miles to be reimbursed from the travel log
6. Commute – Leave blank as this information was already included on the mileage log
7. There is a description and additional information field that can be used for mileage support or special circumstances related to the trip.
8. Click the Calculate button



### Create Expense Item ?

1 Date

\* Template

\* Type

\* Amount

Reimbursable Amount 0.00 USD

### Create Expense Item ?

Create Another Save and Close Cancel

\* Start Date

\* Template

\* Type

2 Expense Location

End Date

Reimbursable Amount 0.00 USD  8

Attachments

Authorization None +

5 \* Total Distance  Mile

6 Commute  Mile

Deduct round trip

\* Trip Distance  Mile

Account

7 Additional Information