



# Anderson University Mileage Reimbursement Form

*Mileage is only reimbursed in the following instances:*

- Approved local travel within Anderson.
- Trips to and from the GSP or ATL airports with **personal** vehicle when leaving a car at the airport.
- Travel between AU and The University Center of Greenville (UCG) when a Motor Pool vehicle is not practical.
- Mileage is reimbursed using the current IRS standard mileage rate which is automatically calculated when mileage is entered into Workday.
- **All other travel is reimbursed using actual gas receipts or a calculation of (total miles traveled / 20 mpg) x average price of gas per Gasbuddy.com.**

**Employee Name:**

**Business Purpose:**

**Event:**

**Dates of Travel:**

**Starting Location:**

**Ending Location:**

**Mileage Breakdown:**

**One Way =**

**Round Trip =**

**Total Miles =**

**Include a screenshot of Google Maps with your travel destination below:**