**Personal Reimbursement for Mileage**

**Updated 11.02.2021**

If you have work-related travel in mileage using your personal car, this is for supply runs and helping at sites that aren't officially yours. These trips need to be pre-approved to maintain our travel budget.

Please follow these steps to submit for reimbursement:

Create a Travel Authorization (TA):

* How to- <https://www.usu.edu/travel/before-and-after#before>
* Click on the “TA Training”
	+ Please Watch: Travel Introduction, Travel Authorization, Travel Reimbursement
	+ You DO NOT need to do Travel Cash Advance.
* Follow the instructions from the video and create a TA.
	+ Login to ServiceNow using you’re A# and password-

<https://usu.service-now.com/usu/welcome.do>

* + Click on "New ServiceNow Interface"
	+ On the left-hand side- click on Travel
		- Create a “New Travel Authorization”
	+ Fill out form- search your name or A#
	+ \*\*\*Under **Purpose** select "YEAR OPEN"
	+ For the Departure Date- November 1, 2021
	+ For the Return Date- June 30, 2022
	+ Departure City- List your “site”
	+ Check only “Mileage”
	+ Use your “sites” Index Number
		- A51276- 2021-2022 BV After School
		- A51275- 2021-2022 Escalante After School
		- A51274- 2021-2022 Panguitch After School
	+ Account Code
		- 750320- Mileage Reimbursement
* Submit

You will receive an email to approve this. Once that is complete and approved, you will then need to submit a Travel Reimbursement (TR).

*\*See next page*

Submit a Travel Reimbursement (TR):

* Follow the instructions from the video and search for your TA- It will be the "YEAR OPEN" one.
	+ You will need to show your mileage with a Mileage Log and Google Map document.
	+ Enter the required fields and the section of total mileage.
	+ Everything should be automatically transferred from what you entered in on the TA
* Submit

This will take about 1-2 weeks to process and will be a direct deposit into your specified account.