Job Aid: 3.02 – Calculating Personal Car Mileage

1. Open the Travel Expense Report Form on the OFA website, under Forms.
2. Click on the second tab, “Mileage and Other.”
3. Enter in the date, origin location, destination location, daily miles, and personal commute miles if applicable in the Mileage section, (A).
4. Use exact addresses and attach backup documentation such as directions from maps.google.com.
5. Note: We suggest you always start and end at the same location. For multi-day travel start at home or where you left from that travel day and end with home or where you spent the night that travel day.
6. Be sure to deduct commute miles if leaving from or returning to residence rather than campus. This does not apply to weekend or holiday travel dates.