

## How to Determine Mileage Reimbursement Rates in the Expense Module

Individuals may be reimbursed for mileage when a personal vehicle is used for UW-related business (see [Policy – Privately Owned Vehicle or Motorcycle Expenses](#) for more information). Mileage reimbursement rates vary depending on the circumstances. In the Expense Module, the mileage reimbursement amount is calculated based on the *Transportation ID* that is selected and the number of miles entered on the Details page of the expense line.

The following table lists the Expense Module Transportation IDs, descriptions of vehicle use and current mileage rates.

Transportation ID	Descriptions of Vehicle Use	Mileage Rate
Standard Rate	<p>The Standard Rate applies to all University travel unless your institution has a turndown rate mileage policy. Contact your travel manager for further information.</p> <p>Effective with travel 1/1/2020</p> <p>Travel from 1/1/2019 to 12/31/2019</p>	<p>\$0.575</p> <p>\$0.580</p>
Turndown Rate	<p>The Turndown Rate applies to some institutions. Contact your travel manager for further information.</p> <p>Effective with travel 1/1/2020</p> <p>Travel from 1/1/2019 to 12/31/2019</p>	<p>\$0.370</p> <p>\$0.375</p>
Motorcycle	<p>An individual may be reimbursed for mileage if a personally owned motorcycle is used while conducting UW business.</p> <p>Effective with travel 1/1/2020</p> <p>Travel from 1/1/2019 to 12/31/2019</p>	<p>\$0.545</p> <p>\$0.550</p>