

University of Puget Sound

***Travel Expense and Mileage Rate and Account Information
As of January 1st, 2022***

Business Mileage Rate:

Personal vehicle use for approved university business is reimbursed at the per-mile rate of: **\$0.585**

Mileage Reimbursement Coding:

To help ensure proper tracking of mileage expense, please use PeopleSoft account code 64016- Domestic Mileage for mileage expense. Avoid charging mileage to other travel expense accounts and avoid charging other travel expenses (parking, tolls, etc.) to the mileage expense account.

Other Travel Related Expense Accounts:

Please use the account from the list below that best describes the university business purpose and type of expense.

Domestic Travel:

- 64011 Airfare Domestic
- 64012 Ground Trans Domestic
- 64013 Lodging Domestic
- 64014 Meals Domestic
- 64015 Conf Registration Domestic
- 64016 Mileage Domestic
- 64017 Other Domestic Travel
- 64018 Parking Domestic