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