University of Puget Sound

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

Business Mileage Rate:
Personal vehicle use for approved university business is reimbursed at the per-mile rate of: $0.625

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 Conference Registration Domestic
64016 Mileage Domestic
64017 Other Domestic Travel
64018 Parking Domestic

Foreign Travel:
64021 Airfare Foreign
64022 Ground Trans Foreign
64023 Lodging Foreign
64024 Meals Foreign
64025 Conference Registration Foreign
64027 Other Foreign Travel
64028 Parking Foreign