

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