

**University of Puget Sound**  
**Travel Expense and Mileage Rate and Account Information**  
**As of January 1st, 2020**

**Business Mileage Rate:**

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

**\$0.575**

**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

**Foreign Travel:**

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