

CALIFORNIA STATE UNIVERSITY, FULLERTON
Monthly Mileage Details (Attachment to Travel Expense Claim)

Traveler's Name _____

Page _____ of _____

Travel Document # _____

Month/Year _____

Date	Departure Time	Return Time	WD / DO	Departure Location (Home, Campus, School Site, Other)	Traveled To Address (Street, City)	Business Purpose or Visit Description	Total Miles (Private vehicle)
Total Mileage:							
rate per mile:						Select the appropriate mileage rate	

Direct trips between employee's residence and their designated work location are considered commuting miles and not reimbursable.

- Mileage reimbursement for employee travel to a location (excluding their designated work location) is calculated as follows:**
- On a **regularly scheduled work day (WD)**, traveler departs and/or returns to their residence, mileage is calculated:
 - From the lesser of the two locations (traveler's headquarters or traveler's residence).
 - On a **regularly scheduled work day (WD)**, traveler departs from their headquarters and/or returns to their headquarters, mileage is calculated:
 - From the traveler's headquarters to destination or from destination to traveler's headquarters.
 - On a **regularly scheduled day off (DO)**, mileage is calculated:
 - From the traveler's residence.

Business Travel
 01/01/24 - 12/31/24: 0.670
 01/01/23 - 12/31/23: 0.655
 07/01/22 - 12/31/22: 0.625