**Mileage**

All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the [Department of Transportation](https://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx). To compute mileage not available from the Department of Transportation web site, visit [MapQuest](https://www.mapquest.com/).

Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the Travel Expense Report.

Cost of operation, maintenance and ownership of a vehicle are the responsibility of the traveler. The University is not authorized to reimburse a traveler for repairs, fines for violations of the law, or other related costs incurred while traveling on official business of the University.

**Travel Route**

All travel connected with the official business of the University must be by the most direct route. If a person travels by an indirect route for convenience, the extra costs must be borne by the traveler. The traveler is authorized to claim mileage from his/her official headquarters or home, whichever is less.

 **Use of Own Vehicle**

Whenever travel is by privately owned vehicle, the traveler shall be entitled to mileage allowance at a fixed rate of 44.5 cents per mile effective January 1, 2006.

**Obtain Map Mileage**

Obtain map mileage from the [Department of Transportation](https://fdotewp1.dot.state.fl.us/CityToCityMileage/viewer.aspx) web site. Other mileage can be obtained from [MapQuest](https://www.mapquest.com/) maps.

**Use of State Vehicle**

If travel is in a State-owned vehicle, the word "State" should be inserted in the "Map Mileage Claimed" column on the Travel Expense Report. The traveler cannot claim mileage. The State vehicle identification number is also required. The Traveler can claim gasoline with gasoline receipt.

**Claim Mileage from Home**

Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location.

The traveler's reimbursement request of travel expenses claimed from an actual point of origin rather than his/her official headquarters shall contain an explanation of the emergency which necessitated his/her travel from such point.

At no time shall a traveler be reimbursed for expenses in traveling between a traveler's home and the traveler's regular place of employment.

**Mileage to Airport**

When traveling to the airport, the traveler is authorized to claim mileage from the official headquarters or home of the traveler, whichever is less.