

Travel Expense Report

Submitting Mileage



UNIVERSITY OF WISCONSIN
WHITEWATER

When is Mileage Due?

- Used your personal vehicle
- Mileage is intended to capture all costs associated with driving your vehicle- gas, maintenance, depreciation, etc.
- Calculated and reimbursed as the most direct route to the destination. Excess mileage due to indirect routes is not reimbursable
- If you left from/returned to home rather than their assigned work locations, mileage may be claimed from home only if it's shorter than the route from their work location. (Faculty with an Office at UW-W)
- Adjuncts or faculty w/o an office will need to include a Headquarters Memo
- Must submit mileage within 90 days of the end of your trip for reimbursement



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IRS Mileage Rate

2025: The standard mileage rate for transportation or travel expenses is .70 cents per mile for all miles of business use.



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Before You Begin

Authorized Driver: [Risk Management](#)

Checklist: <https://www.uww.edu/coeps/offices-services/fieldex>

Itinerary: Include Student/Date/Location/PRE or ST

Maps: Google Maps or Mapquest

OFFICE OF FIELD EXPERIENCE MILEAGE REIMBURSEMENT CHECKLIST

Before you enter your Mileage Expense Report you will need to become an authorized driver to be reimbursed for travel mileage or rent a car on university business. Review the UW-Whitewater's [Risk Management Services Site](#) to become an authorized driver you can su

Travel Itinerary

Expense reports must be submitted v
Further information can be found in the

University Supervisor's
Name: _____

Home address: _____

Headquarters City Memo
required

In the field to the left - enter YES or NO. Memo is required for adjuncts who are ONLY doing supervision and not teaching.

Date of Travel	Depart from (home or UWW)	Depart Time	Return Time	School Name & Location	Teacher Candidate / Pre-Teacher Candidate	Notes

Authorized Driver

<https://www.uww.edu/adminaffairs/hr/vehicle-and-driving-information#become-an-authorized-driver>

Vehicle and Driving Information

Driver Authorization & Vehicle Use

Utility Vehicle Operation

Vehicle Accident/Incident Report Instructions

Off-Road Parking

+ Become an Authorized Driver

+ Look Up Authorized Drivers

+ Fleet Vehicle Reservations

+ Mini Bus Certification



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Authorized Driver Online Submission

<https://fleetportal.wi.gov>

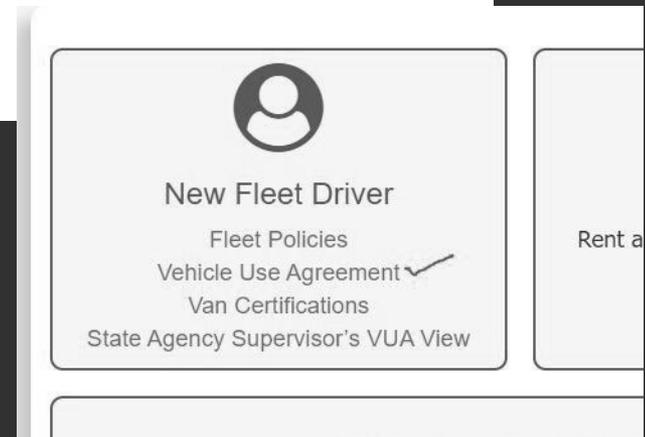
Submitting Your Vehicle Use Agreement through the Portal

1. From the home screen the default is State employee, you need to choose UW (students as well) from the drop down, then click "Logon". After that select UW-Whitewater and "Logon".
2. Upon signing in with your UW-W credentials you'll land on the Dashboard, Under "New Fleet Driver" you'll select "Vehicle Use Agreement".
3. When entering your information on the submission form be certain to select UW-Whitewater as your campus, this is the mechanism which will direct your submission to the UW-Whitewater Risk Management department for authorization. STUDENTS ONLY be certain to select the "I am a UW Student" check box.
4. You may submit leaving the UDDS code, Supervisor Name and Supervisor email blank, it will ask you do you want to submit without and then you'll need to answer yes PLUS CLICK SUBMIT A SECOND TIME.
 - o If your Net ID utilizes a preferred name it must manually be changed to match your legal name, please contact Risk Management after completing your submission to avoid delay in travel expense reimbursement. The UWSA Travel Auditors are not familiar with our employees preferred names and will kick the reports back.

Complete your online submission here: <https://fleetportal.wi.gov>

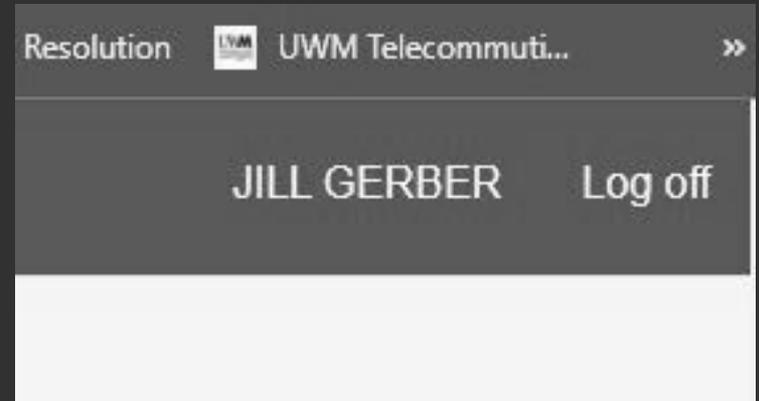
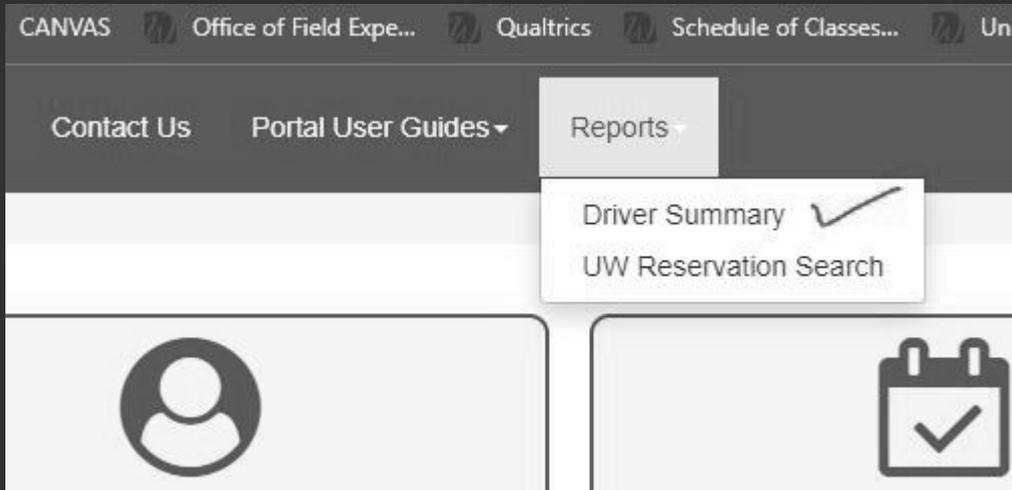


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Look up Authorized Drivers

<https://fleetportal.wi.gov>



Authorized Driver and Vehicle Use Agreement

All staff will need to submit a new Vehicle Use Agreement Request when their Driver's License expires.

- From the home screen the default is State employee, you need to choose UW (students as well) from the drop down, then click "Logon". After that select UW-Whitewater and "Logon".
- Upon signing in with your UW-W credentials you'll land on the Dashboard, Under "New Fleet Driver" you'll select "Vehicle Use Agreement".

Maps

Google Maps or Mapquest ONLY

One-Way

The screenshot shows the Google Maps interface for a one-way trip. At the top, there are icons for different travel modes: car, transit, walking, bicycle, and airplane. The starting point is "Williams Center, 907 Schwager Dr, Whitev" and the destination is "Palmyra-Eagle High/Middle School, 123 E". Below the destination input is an "Add destination" button. The departure time is set to "Leave now" and there is an "Options" link. A "Send directions to your phone" button is also visible. Three route options are listed:

Route Description	Time	Distance
via WI-59 E and Marsh Rd Fastest route now due to traffic conditions	16 min	9.5 miles
via W Starin Rd, WI-59 E and Marsh Rd	16 min	9.7 miles
via WI-59 E	17 min	10.0 miles

At the bottom, there is a link to "Explore Palmyra-Eagle High/Middle School".

Round-Trip

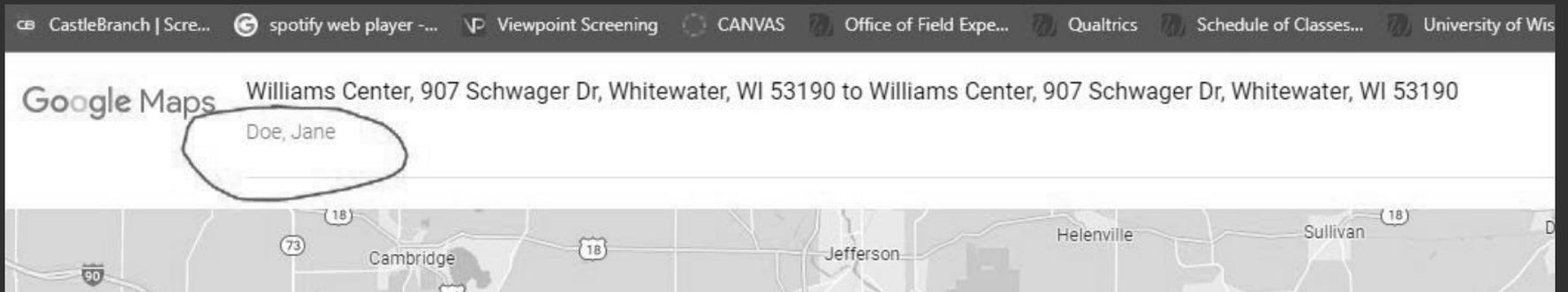
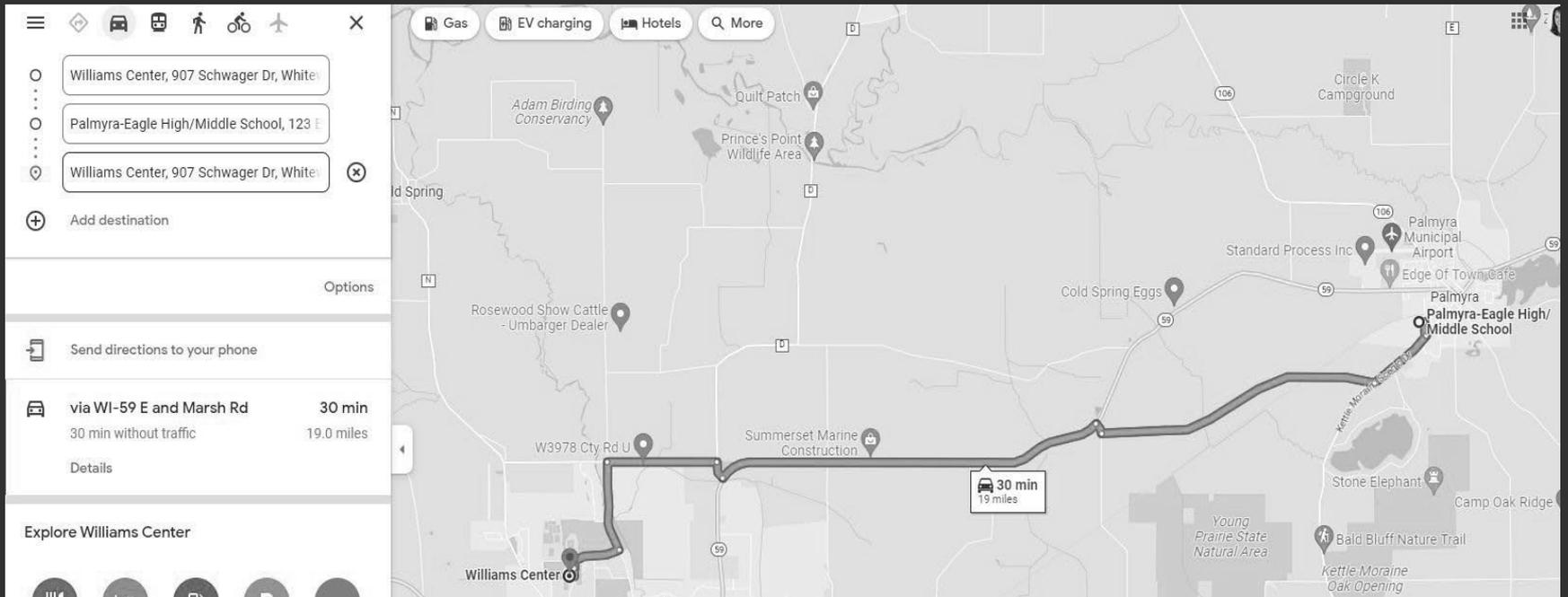
The screenshot shows the Google Maps interface for a round-trip. The starting point is "Williams Center, 907 Schwager Dr, Whitev", the destination is "Palmyra-Eagle High/Middle School, 123 E", and the return point is "Williams Center, 907 Schwager Dr, Whitev". Below the return point input is an "Add destination" button. There is an "Options" link. A "Send directions to your phone" button is also visible. One route option is listed:

Route Description	Time	Distance
via WI-59 E and Marsh Rd 30 min without traffic	30 min	19.0 miles

At the bottom, there is a link to "Explore Palmyra-Eagle High/Middle School".

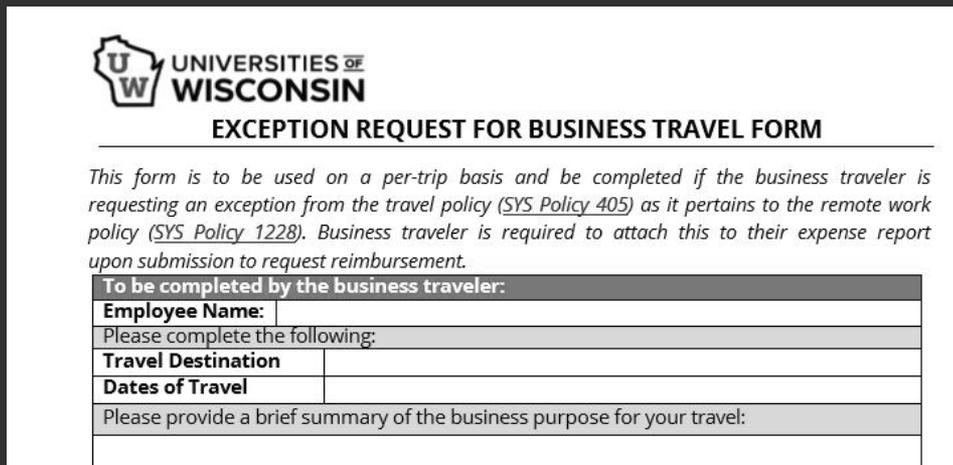
Maps

- Must use Williams Center as your starting point
- Include picture of map with TER



Exception Request for Business Travel

For faculty/adjuncts who do not have an office at
UW-Whitewater



UNIVERSITIES OF WISCONSIN
EXCEPTION REQUEST FOR BUSINESS TRAVEL FORM

This form is to be used on a per-trip basis and be completed if the business traveler is requesting an exception from the travel policy (SYS Policy 405) as it pertains to the remote work policy (SYS Policy 1228). Business traveler is required to attach this to their expense report upon submission to request reimbursement.

To be completed by the business traveler:	
Employee Name:	
Please complete the following:	
Travel Destination	
Dates of Travel	
Please provide a brief summary of the business purpose for your travel:	

Before you submit your TER, you need to complete an Exception Request for Business Travel Form. Once approved by HR you will receive an approval letter. The approval letter needs to be submitted with each TER you submit.

Dear ,

Subject: Approval of Exception Request for Business Travel

I am writing to inform you that your request for an exemption from the current business travel policy ([UW-3015](#)) in relation to the remote work policy ([UW-5087](#)) has been reviewed and approved.

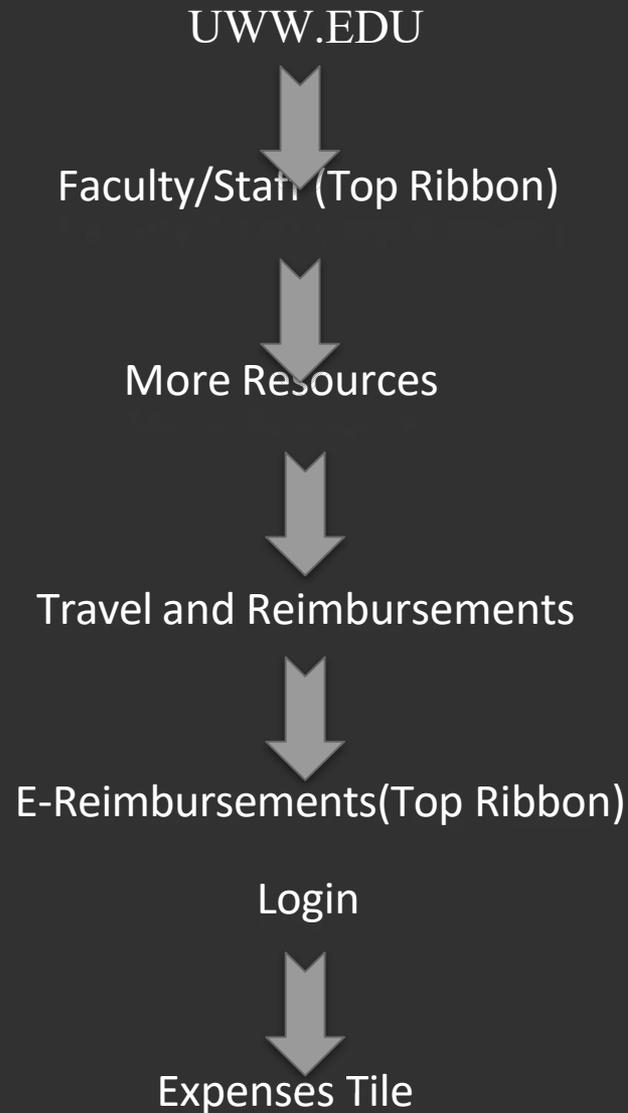
Details of Approved Travel:

- Purpose of Travel: Student Teacher Supervision
- Destination: Various k-12
- August, 2024 through May, 2025
- Identified exemption request: Mileage to k-12 locations for supervision and evaluation of student teachers.



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Where do I enter my mileage?



Expenses

Notices



Create Expense Report



Add Quick Expense



My Wallet



0 Wallet Transactions

My Expense Reports



0 Active Expense Reports

Expense History



Request Non-Employee Emplid



EX Approver Changes



Delegate Entry Authority



Expense Report

my Expense Reports Expense Report

Report 0000965044
JILL GERBER

General Information

*Business Purpose	Local Travel	
*Description	ST OBS 1 Doe, Jane Spring 202	
*Default Location	WHITEWATER, WI	Q
*Reference	INSTATE	Q
Date of departure	01/23/2023	📅
Date of return	01/23/2023	📅

📎 Attachments	3 >
📄 Accounting Defaults	1 >
📄 Justification and Supporting Details	1 >
General Information	

Creation Date 01/27/2023 JILL GERBER
Updated on 01/27/2023 JILL GERBER

Expense Details

Expense Report Action

Custom Funding (UWWTW/221900/102)



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Attachments

Report ID 0000965044

Attachments Details

	<p>Williams_Center_to_ET_to_Williams_Center_-_Google_Maps.pdf</p> <input type="text" value="ST OBS 1 Doe, Jane ETMS"/>	<p>01/27/2023 1:34:59PM</p> <p>JILL GERBER</p>
	<p>Headquarter_City_Memo.pdf</p> <input type="text" value="Enter Description"/>	<p>01/27/2023 1:34:59PM</p> <p>JILL GERBER</p>
	<p>Itinerary-Gerber_01-23-23.pdf</p> <input type="text" value="ST Observations January"/>	<p>01/27/2023 1:34:59PM</p> <p>JILL GERBER</p>

Headquarter City Memo is now your approval letter from submitting your Exception Request for Business Travel Form



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Accounting String

Amount: 26.07 USD

Accounting Details

GL ChartFields | Project ChartFields | Show All

	Amount	*GL Unit	*Account	Fund	Dept	Program
<input type="checkbox"/> + <input type="checkbox"/> -	<input type="text" value="26.07"/>	UWWTW	2830	<input type="text" value="102"/> 🔍	<input type="text" value="221900"/> 🔍	<input type="text" value="2"/> 🔍

ACCOUNT: 2830

FUND: 102

DEPT: 221900

PROGRAM: 2

PROJECT: Should be blank

Justification and Supporting Details

Date/Time	Name	Role	Notes
01/27/2023 1:40 PM	JILL GERBER	Employee	ST OBS 2 Doe, John Eagle Elementary
01/27/2023 1:35 PM	JILL GERBER	Employee	Travel for ST Obs 1 Doe, Jane at ETMS



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Add Expense Lines

Office of Field Experience M... Expense Report Entry

portal.sfs.wiscconsin.edu/psc/sfs/EMPLOYEE/ERP/c/EX_ADMIN_EXPENSE_FL_EX_SHEET_FL_GBL?Action=A

CastleBranch | Scre... spotify web player... Viewpoint Screening CANVAS Office of Field Expe... Qualtrics Schedule of Class... University of Wisco... Summer Admin Cal... MyUW Directory UWW DocuSign WINS Resolution UWM Telecommu...

My Expense Reports Expense Report

Report 0000965044
JILL GERBER

General Information

*Business Purpose	Local Travel	Attachments	3 >
*Description	ST OBS 1 Doe, Jane Spring 202	Accounting Defaults	1 >
*Default Location	WHITEWATER, WI	Justification and Supporting Details	2 >
*Reference	INSTATE	General Information	
Date of departure	01/23/2023	Creation Date	01/27/2023 JILL GERBER
Date of return	01/23/2023	Updated on	01/27/2023 JILL GERBER

Expense Details

Expense Report Action

- Add Expense Lines
- Add from My Wallet
- Add from Quick-Fill
- Copy Expense Report

Custom Funding (UWWTW/221900/102)

Expense Details

Expense Report Action

Mileage - 01/23/2023

*Date 01/23/2023 

*Expense Type Mileage  Help

Description ST Obs 1 on Doe, Jane ETMS 

Mileage

*Transportation ID STANDARD RATE 

Transportation Type STDRT

*Miles 39.80 x 0.6550  

Payment Details

*Reimbursement Method Personal Funds 

*Amount 26.07 USD

Additional Information

*Originating Location WHITEWATER, WI  

*Destination Location EAST TROY, WI 

 Accounting 1 > 

Exceptions

Non-Reimbursable No

Multiple Trips

ST OBS Doe, Jane Prairie View  

JILL GERBER 

Total (2 Items) 26.07 USD

Add Delete Filter More

▼ Monday, January 23, 2023

New Expense	0.00	USD
Mileage	26.07	USD
ST Obs 1 on Doe, Jane ETMS		

New
Payr

Hit "Save" at top right corner
Then select "Review and Submit"

Reimbursement Videos and Additional Guides

<https://www.wisconsin.edu/travel/reimbursement/expense-system-tutorials/>

Expense System Tutorials

Reimbursement

Reimbursement >

Receipt Requirements >

Expense System Tutorials

E-Reimbursement FAQ

Expense System Tutorials

For complete information, view expense material on the [SFS Website](#)

Cancel Select Funding Apply Done

Create Expense Report

1) The page displays your available funding to apply to your expense report or travel authorization. Watch later Share

2) You can only select one item.

3) If you do not see the desired funding you can set specific funding by using the "Use Custom Values" button.

4) The funding selected will be identified using

5) Select "Use Custom Values"

6) If an expense needs to be identified using

Select	Project
1 Select	
2 Picked	

Use Custom Values

How to Use Select Funding Page on the SFS Website

Watch on YouTube

- Getting Started
- [Creating Expense Reports In The Expense Module](#) PDF
- [Getting Started](#) PDF
- [Sign Into The Expense Module](#) PDF

QUESTIONS?

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