How to easily find the Travel Miles by Mode
Getting Started

• Modes Requiring Miles input for the Travel Expense Claim Form:
  – Air
  – Personal Vehicle
  – Rental Car
  – Taxi
  – Shuttle Bus
  – Bus
  – Rail
  – Light Rail
Getting Started

- Locate the Miles Field on the Travel Expense Claim Form
## Getting Started

![Image of a form with highlighted fields](image)

- **Miles by Type**: A, PC/RC/T, S/B, R
- **Chart Fields**: Account, Fund, DeptID, Program, Class, Proj/Grant, Amount
- **Mileage Rate Claimed**: 0.55 effective 01/01/09

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For Accounting Use Only - Please Do Not Enter Any Information Below This Line

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
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<tr>
<td>TRVL#</td>
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<td>EmpID</td>
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<td>Voucher#</td>
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STD. 202  Last Revision 9/16/09  Return completed form to Travel Accounting - Zip 140, Kendall 210
Finding Miles

- Air:
  - Itineraries

<table>
<thead>
<tr>
<th>Flight No.</th>
<th>Departure</th>
<th>Arrival</th>
<th>Miles</th>
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<td>United 5793</td>
<td>CIC 5:30 AM</td>
<td>SFO 6:35 AM</td>
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<td>United 0817</td>
<td>BFO 9:29 AM</td>
<td>LAX 10:58 AM</td>
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Your confirmation number is K01CGY

Total price: USD 313.49

Reservation complete: See details below

Your ticket(s) have been issued as an E-Ticket
Finding Miles

- **Air:**
  - Itineraries
    - It’s important to total the total of **EACH LEG** of the trip
    - For Example:
      - CIC-SFO – 153 Miles
      - SF0-LAX - 337 Miles
Finding Miles

• Air:
  – Mileage website:
    • Recommended site:
    • http://www.milecalc.com/
Finding Miles

• Air:
  – Mileage website:
    • Enter legs of flight by airport code
Finding Miles

- **Entering Airport Code**
  - Find the airport code on the itinerary:
    - Chico – CIC
    - San Francisco Intl. – SFO
    - Los Angeles Intl. – LAX
Finding Miles

• Entering Airport Code
  – No code on the itinerary?
  – Use http://www.world-airport-codes.com/
Finding Miles

- **Air:**
  - **Mileage website:**
    - Enter legs of flight by airport code
    - For Example:
    - Sacramento to Denver would look like this:
Finding Miles

• Air:
  – Mileage Website
    • Enter all legs of a Multi leg trip
    • For example:
      • Sacramento to Washington DC with layovers in Denver and Atlanta:
Finding Miles

- **Air:**
  - The site will give you the mileage summary for both a one way and a round trip
Finding Miles

• **Air:**
  - The site will give you the mileage broken down for each leg
  - **PLEASE NOTE:**
    • IF YOU ENTERED THE TOTAL TRIP WITH ALL LEGS FOR THE ROUND TRIP USE THE ONE WAY TOTAL FOR THE MILES
Finding Miles

• Air
  – Sometimes even though the traveler may reach their intended destination on a non-stop flight, they may have a layover on the route home
  – For example:
    • A faculty member is going to Denver for a conference, departing from Sacramento. The flight to Denver is non-stop, however the plane stops in Phoenix before reaching Sacramento
    • EACH STOP THE PLANE MAKES IS CONSIDERED A LEG. EVEN IF THE TRAVELER DOES NOT DE-PLANE
Finding Miles

• The total trip will be summarized for you
  – **PLEASE NOTE:**
  • **IF YOU ENTERED THE TOTAL TRIP WITH ALL LEGS FOR THE ROUND TRIP USE THE ONE WAY TOTAL FOR THE MILES**
Finding Miles

• Personal Vehicle
  – It’s best to find the personal vehicle miles by either the recommended travel:
    • http://www.csuchico.edu/ao/documents/Mileage%20Chart.doc
  – Or Google Maps
    • http://maps.google.com/

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</table>
Finding Miles

- Rental Car
  - Receipts
  - Mileage out (from example Below: 2492)
  - Mileage in (from example below: 2571)
  - Total Miles: 2571-2492 = 79
Finding Miles

• Taxi
  – Receipts
  – Hardest to obtain
  – Best to ask the driver to put cost and miles on the receipt.
  – The miles information is usually available on the fare meter
  – Forgot?
    • http://maps.google.com/
Finding Miles

- **Shuttle Bus:**
- Receipts are best place to locate or note miles of trip.
- Also a good thing to have the traveler ask the driver.
- **Otherwise, GoogleMaps:**
  - [http://maps.google.com/](http://maps.google.com/)
Important Notes:

- **Multiple Travelers?**
  - When using public transportation (Air, bus), count each traveler separately
  - When using private modes of travel (personal vehicle, rental car), count the miles only per vehicle
Finding Miles

• Questions?

• Contact:
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  – x3332