

Travel Forum

Parking and Transportation, Mileage & Auto@Airfare

May 7, 2019

Types of Parking & Transportation

USU Information Technology x +
https://usu.service-now.com/usu/travel_new_ta.do

PARKING & TRANSPORTATION

Payment Method	-- None --	Amount	\$	0.00	
Transportation Method	-- None --				
Add another parking or transportation item	-- None -- Auto@Airfare Bus Department Vehicle Fuel only Metro/Train Motor Pool Other Parking Rental Vehicle Ride Share Shuttle Taxi				
TOTAL ESTIMATED					
Personally Paid (+)	\$	0.00	Personally Paid (+)	\$	0.00
Reimburse to Traveler	\$	0.00	University Paid (+)	\$	0.00
			Total TA Amount	\$	0.00
FUNDING					
			Funding Total	\$	0.00

Live Chat

Travel Procedures: Auto@Airfare

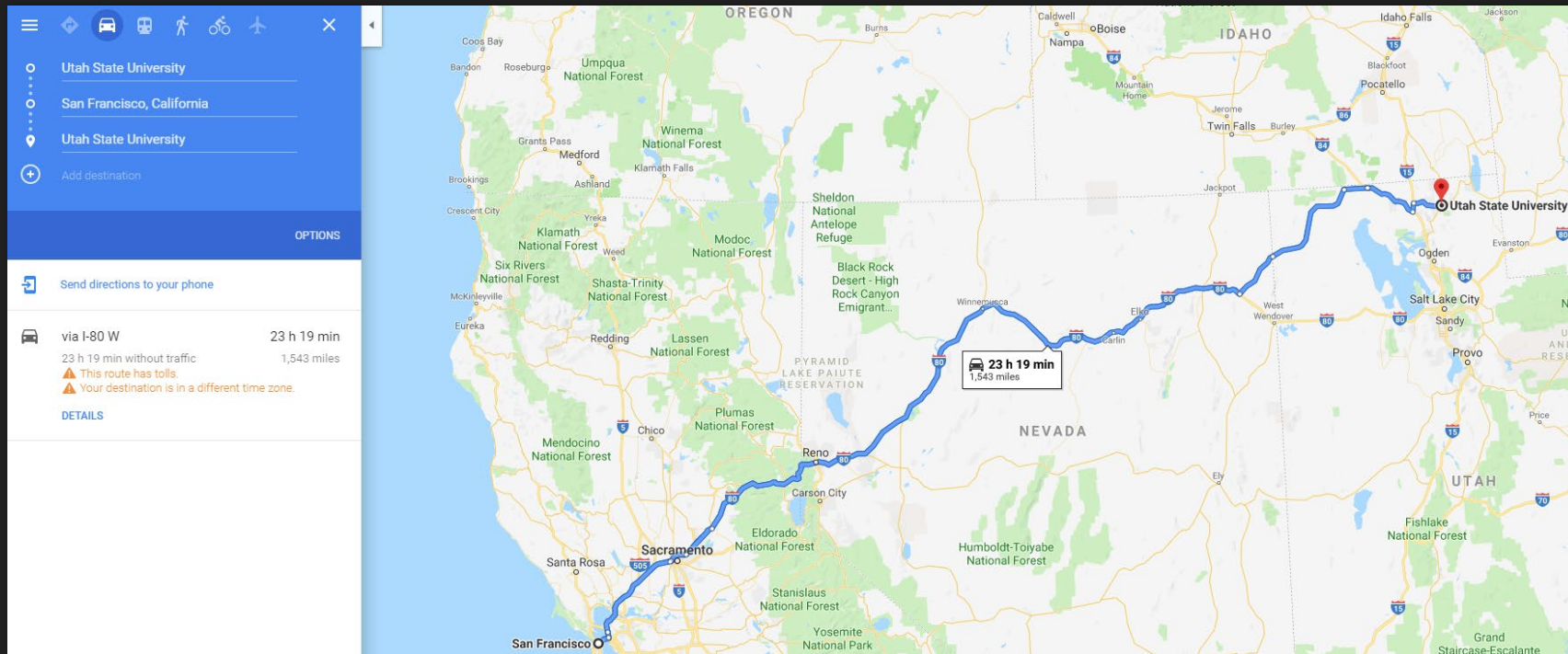
- Auto@Airfare
 - When traveling out-of-state and the traveler elects to drive his or her own car instead of using a commercial carrier, reimbursement will be the lower of:
 - The allowable mileage rate; or
 - The associated expenses of flying as allowed and documented by the department.

Auto@Airfare

- Reasons for using Auto@Airfare
 - Traveler is transporting necessary equipment
 - Put a comment on the TR explaining why the traveler drove
 - There are multiple travelers or multiple destinations
 - Put a comment on the TR explaining why the traveler drove
 - Traveler elected to drive
 - Cost comparison attached to the TR **with** back-up documentation

Auto@Airfare Example






Roundtrip mileage from USU to San Francisco
1,543 miles @ \$0.485/mile = \$748.36



Auto@Airfare Example Continued

- \$246.60 Airfare
- \$60.00 Baggage (\$30 each way)
- \$83.91 Roundtrip mileage to airport
- \$54.00 Airport parking (\$9/day)
- \$277.21 Car rental
- \$50.00 Fuel for rental
- **\$771.72 TOTAL**

DL 1390	2H 10M	8:20 AM	9:30 AM	Sold Out	Main (I) from \$ 286 .60 Round Trip	Comfort+ (W) from \$ 314 .60 Round Trip	First (Z) from \$ 489 .60 Round Trip <small>5 left at this price</small>
SFO — NONSTOP — SFO							
DETAILS ▾ SEATS							
DL 522	2H 11M	11:35 AM	12:46 PM	Basic (L) from \$ 186 .60 Round Trip	Main (K) from \$ 246 .60 Round Trip	Comfort+ (W) from \$ 274 .60 Round Trip	First (Z) from \$ 464 .60 Round Trip
SFO — NONSTOP — SFO							
DETAILS ▾ SEATS							
DL 1241	2H 4M	3:00 PM	4:04 PM	Basic (L) from \$ 186 .60 Round Trip	Main (K) from \$ 246 .60 Round Trip	Comfort+ (W) from \$ 274 .60 Round Trip	First (Z) from \$ 464 .60 Round Trip
SFO — NONSTOP — SFO							
DETAILS ▾ SEATS							
DL 2688	2H 10M	8:37 PM	9:47 PM	Basic (L) from \$ 186 .60 Round Trip	Main (K) from \$ 246 .60 Round Trip	Comfort+ (W) from \$ 274 .60 Round Trip	First (Z) from \$ 464 .60 Round Trip
SFO — NONSTOP — SFO							
DETAILS ▾ SEATS							

 <p>Economy Mitsubishi Mirage or similar Automatic 4 People 2 Bags</p> <p>FEATURES & PRICE DETAILS</p>	<p>PAY LATER</p> <p>\$188⁰⁵ Per Week \$264⁴⁹ total</p> <p>SELECT</p> <p>CUSTOM RATE</p>
 <p>Compact Nissan Versa or similar Automatic 5 People 2 Bags</p> <p>FEATURES & PRICE DETAILS</p>	<p>PAY LATER</p> <p>\$188⁰⁵ Per Week \$264⁴⁹ total</p> <p>SELECT</p> <p>CUSTOM RATE</p>
 <p>Standard Volkswagen Jetta or similar Automatic 5 People 4 Bags</p> <p>FEATURES & PRICE DETAILS</p>	<p>PAY LATER</p> <p>\$197⁴⁵ Per Week \$277²¹ total</p> <p>SELECT</p> <p>CUSTOM RATE</p>
 <p>Intermediate Hyundai Elantra or similar Automatic 5 People 3 Bags</p> <p>FEATURES & PRICE DETAILS</p>	<p>PAY LATER</p> <p>\$197⁴⁵ Per Week \$277²¹ total</p> <p>SELECT</p> <p>CUSTOM RATE</p>
 <p>Full Size Ford Fusion or similar Automatic 5 People 4 Bags</p> <p>FEATURES & PRICE DETAILS</p>	<p>PAY LATER</p> <p>\$210⁷⁵ Per Week \$295³⁶ total</p> <p>SELECT</p> <p>CUSTOM RATE</p>

Bus

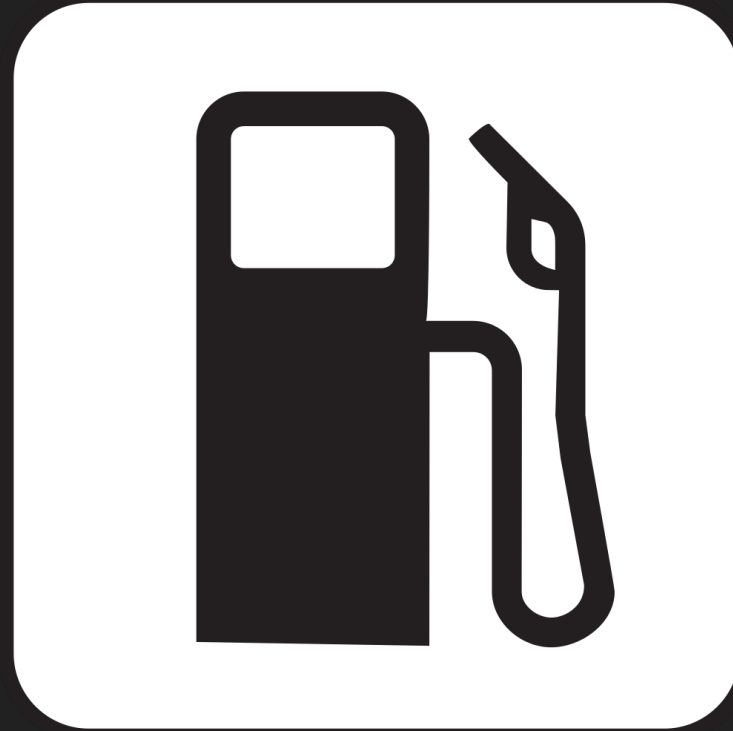


Department Vehicle

- You don't need a TA if this is the **ONLY** expense

Fuel Only

- For fuel reimbursement only
 - NOT MILEAGE



Metro/Train

- For reimbursement of train tickets, metro passes, etc.



Motor Pool

- You don't need a TA if this is the **ONLY** expense

Other

- Bicycle rental, horse, etc.



Parking

- Whenever possible traveler should park in the economy lot
 - If traveler parks in short-term, include an explanation (travel expenses need to be reasonable)

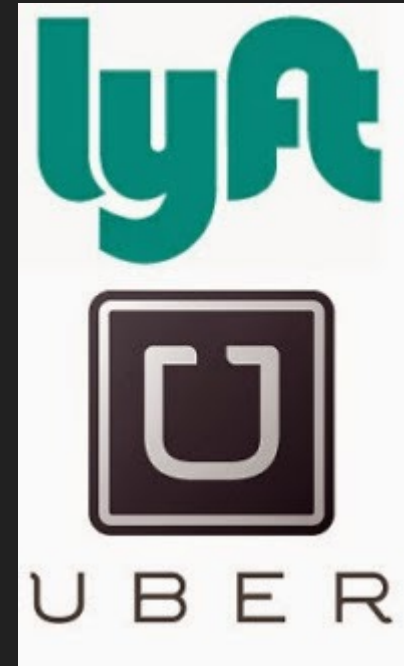


Rental Vehicle

- Did you know that Enterprise and National rental vehicles can be directly billed to USU?
 - See travel website https://travel.usu.edu/before_trip/rental_cars

Ride Share

- Lyft, Uber, etc.
 - NOT Salt Lake Express, taxi, a friend



Shuttle

○ Salt Lake Express



Taxi

- NOT a ride share



Travel Procedures: Mileage

- Private Automobile
 - Passenger Cars \$0.485 per mile
 - Pickups & SUVs \$0.55 per mile (Only available when University related travel requires hauling a load or towing a trailer)
 - For personal mileage reimbursement on an open TA, documentation of mileage must be submitted which should include dates, times and miles traveled.

Mileage

- Documentation
 - Map
 - Mileage log
- Tips
 - Miles being reimbursed **MUST** match number of miles on a mileage log
 - Map screenshots should match mileage reimbursement
 - Have accurate Departure/Destination Cities
 - Rounding
 - ≥ 0.5 round down (EX: 189.3 = 189)
 - ≤ 0.5 round up (EX: 189.7 = 190)

Travel Resources

- University Policy 515: Travel
- <https://travel.usu.edu/>