“Travelers should use the least expensive method of ground transportation that meets the traveler's schedule and business needs (e.g., airport shuttles, taxis, car rentals, train or bus travel, etc.)”

– Traveling on University Business Policy

Evidence that this policy is being met must be included with expense reimbursement requests.
Rental cars are only reimbursable when justification proves it was the least expensive method that met the traveler’s schedule and business needs.

Travelers with an appropriate need for a rental car are encouraged to use one of the U Contracted suppliers.

If not using a U Contracted supplier, a cost comparison must be submitted with the reimbursement request.
Business mileage is only reimbursable when justification proves it was the least expensive method that met the traveler’s schedule and business needs.

Business mileage is the mileage beyond an employee’s normal commute (home to office to home).

Example 1: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event, and returns to the office after the event.

Mileage Reimbursed: C + D

Example 2: Employee leaves from home on a normal workday, goes directly to a one-day off-site business event, and returns directly home after the event.*

Mileage Reimbursed: (A + B) – (C + D)

See [mileage reimbursement policy appendix](#) for additional examples
Every reimbursement requesting mileage reimbursement must include:

- Google.com (or similar) directions showing starting and ending addresses and total miles between
- Actual miles traveled and current mileage rate shown on employee expense worksheet
- If driving was chosen over airfare, justification and printout of comparable flight

*If these items are not included when submitted to Finance, processing will stop until the required documentation is submitted.*
If part of an employee’s justification compares cost to a different method of transportation (bus, taxi, rental, etc) proof of the cost comparison must be submitted.

Resources:
- Mileage Reimbursement Policy Appendix
- Medical School Travel Standard Operating Procedure
- FOD Admin Center Travel Policy

Contact fmfinanc@umn.edu with questions.