The Finance Flash: GROUND TRANSPORTATION

FINANCE POLICIES AND PROCEDURES REVIEWED IN A FLASH
FOD ADMIN CENTER 2019
“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 should use Enterprise & National, with whom we have a price agreement.

If not using a U Contracted supplier, a cost comparison must be submitted with the reimbursement request and Chrome River will ask you which supplier you chose to use.
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).

See mileage reimbursement policy appendix for examples on how to determine the locations between which mileage is reimbursable.
Chrome River uses a Google Maps type feature to calculate mileage. This means you only need to know the addresses of the locations, but no need to track your odometer or provide a map showing miles travelled.

These search fields work just like Google and can be searched by street address or organization name (if not a residential address).
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.