



THE OHIO STATE UNIVERSITY

MILEAGE GUIDE

OVERVIEW



This guide illustrates common mileage reimbursement scenarios for travelers using a personal vehicle for university business.



COMMON SCENARIOS

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STANDARD
POINT-TO-POINT
CALCULATION

2



POINT-TO-POINT
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3



MAXIMUM
AMOUNT

4



ADJUSTED
MILEAGE RATE

5



MULTI-STOP

6



BLANKET TRAVEL
MILEAGE

Disclaimer: This guide is intended as a general reference and may not address all mileage reimbursement scenarios.
For assistance with unique circumstances or questions regarding mileage reimbursement, please contact the Travel Office at travel@osu.edu.

Scenario 1: Standard Point-to-Point Calculation

An employee travels from their work location to a conference location using their personal vehicle.

Trip Details

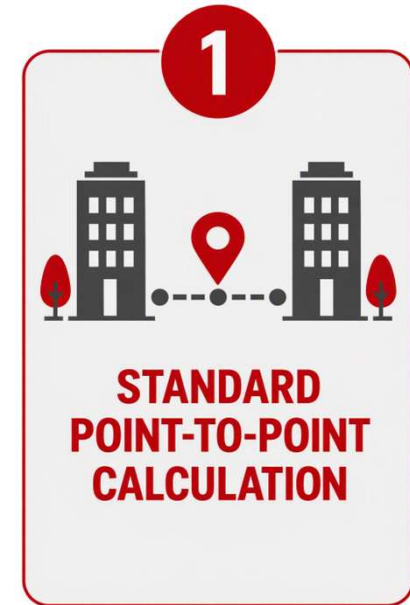
- Origin Address: 411 Woody Hayes Drive, Columbus, OH
- Destination Address: 1209 University Drive, Newark, OH
- Point-to-Point Miles: 40.6
- Round-Trip Miles: 81.2 miles
- Mileage Rate: \$0.76 per mile

Reimbursement Calculation

$$81.2 \times \$0.76/\text{mile} = \$61.71$$

Key Steps

- Select Expense Item: **Mileage**
- Enter origin and destination addresses
- Select **Round Trip** checkbox
- Verify calculated mileage



Scenario 1: Standard Point-to-Point Calculation

Expense Date *10 / 06 / 2026

Expense Item *x Mileage

Rates Used0.76

Total Amount61.71

Currency *USD

Memo

round trip mileage to conference

*Cost Center

x CC11667 Business and Finance | Office of PCard and Travel

*Balancing Unit

x BL1163 Business and Finance | General

*Fund

x FD111 Designated Other Fund

Gift

Grant

Program

Project

*Additional Worktags

x Function: FN114 Institutional Support

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Instructions

Important Note: The traveler must not create or submit mileage reimbursements in Workday while physically in restricted or sanctioned territories (China, Crimea, Cuba, Iran, North Korea, Syria, The Luhansk and Donetsk Regions, and Vietnam). If mileage related expenses are incurred in one of these locations, wait to create and submit the Expense Report until you have returned to the United States or are in a non-restricted location.

Refer to the [Travel Policy](#) for business travel requirements.

Point-to-Point Mileage: Enter the origin and destination addresses for a single trip. Workday calculates mileage using the shortest logical route returned by Google Maps, which may not reflect all available route options. If actual mileage differs due to construction, detours, or other business-related reasons, update the **Trip Distance Including Diversions** field and explain the adjustment in the Memo/Comments field.

For unique mileage circumstances or entry guidance, refer to the [Mileage Guide](#) for best practice recommendations and examples.

Item Details

Origin Address

x 411 Woody Hayes Drive, Columbus, OH, USA

Destination Address

x 1209 University Drive, Newark, OH, USA

Unit of Measure for DistanceMiles

Estimated Distance of Driving Route

40.6

Trip Distance Including Diversions

40.6

Round Trip☒

Distance to Expense

81.2

Business Reason

attending ABC conference

Scenario 2: Standard Point-to-Point with Diversion

An employee travels from their work location to a conference location using their personal vehicle. During the trip, an unforeseen road closure requires the employee to take a detour, resulting in additional miles driven beyond the standard point-to-point distance calculated by Google Maps.

Trip Details

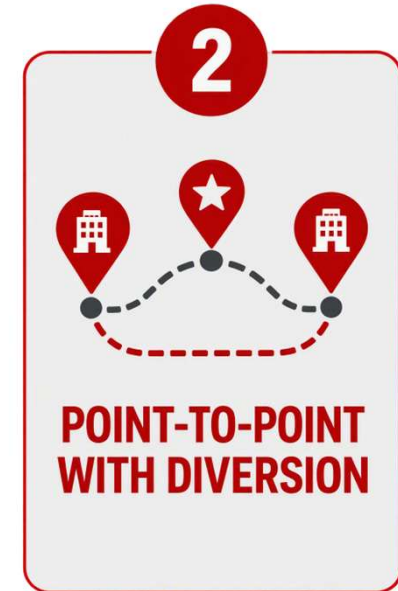
- Origin Address: 411 Woody Hayes Drive, Columbus, OH
- Destination Address: 1001 E Wooster St, Bowling Green, OH
 - Point to Point miles: 117.9 miles
 - Road closure detour: + 10 miles (diversion)
- Round-Trip Distance with Detour: 255.8 miles
- Mileage Rate: \$0.76 per mile

Reimbursement Calculation

$$(117.9 + 10) \times 2 \text{ (RT)} = 255.8 \times \$0.76/\text{mile} = \$194.41$$

Key Steps

- Select Expense Item: **Mileage**
- Enter origin and destination addresses
- Overwrite the value in **Trip Distance Including Diversions** to add the miles from the detour
- Select **Round Trip** checkbox
- Verify calculated mileage



Scenario 2: Standard Point-to-Point with Diversion

Expense Date *

10 / 06 / 2026

Expense Item *

X Mileage

...

:

?

Rates Used

0.76

Total Amount

194.41

Currency *

USD

Memo

additional 10 miles due to detour

?

*Cost Center

X CC11667 Business and Finance | Office of PCard and Travel

...

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*Balancing Unit

X BL1163 Business and Finance | General

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*Fund

X FD111 Designated Other Fund

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Gift

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Grant

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Program

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Project

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*Additional Worktags

X Function: FN114 Institutional Support

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Important Note: The traveler must not create or submit mileage reimbursements in Workday while physically in restricted or sanctioned territories (China, Crimea, Cuba, Iran, North Korea, Syria, The Luhansk and Donetsk Regions, and Vietnam). If mileage related expenses are incurred in one of these locations, wait to create and submit the Expense Report until you have returned to the United States or are in a non-restricted location.

Refer to the [Travel Policy](#) for business travel requirements.

Point-to-Point Mileage: Enter the origin and destination addresses for a single trip. Workday calculates mileage using the shortest logical route returned by Google Maps, which may not reflect all available route options. If actual mileage differs due to construction, detours, or other business-related reasons, update the **Trip Distance Including Diversions** field and explain the adjustment in the Memo/Comments field.

For unique mileage circumstances or entry guidance, refer to the [Mileage Guide](#) for best practice recommendations and examples.

Item Details

Origin Address

*

X 411 Woody Hayes Drive, Columbus, OH, USA

...

?

Destination Address

*

X 1001 East Wooster Street, Bowling Green, OH, USA

...

?

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route

*

117.9

Trip Distance Including Diversions

*

127.9

?

Round Trip

☒

?

Distance to Expense

*

255.8

Business Reason

*

attending ABC conference

?

Scenario 3: Maximum Amount

An employee decides to drive to a conference rather than fly. The employee's unit sets a reimbursement cap based on the typical airfare cost for others attending the same conference, and any mileage reimbursement is limited to that amount.

Trip Details

- Origin Address: 401 Woody Hayes Dr, Columbus, OH
- Destination Address: 44 W 4th St, New York, NY
- Round-Trip Distance: 1079.8 miles
- Mileage Rate: \$0.76 per mile
- Maximum amount established by Unit: \$600

Reimbursement Calculation

\$600 max ÷ \$0.76/mile = 789.5 miles

Workday does not automatically calculate a mileage amount based on a reimbursement cap. To apply a cap, the mileage must first be calculated outside of Workday by dividing the approved reimbursement cap by the applicable mileage rate. Enter the resulting mileage amount in Workday to ensure reimbursement does not exceed the approved maximum. Because the calculation may not result in a mileage amount that reimburses to the exact cap, it is acceptable to round the mileage up to the nearest whole mile. Users should expect the resulting reimbursement amount to vary from the established cap.

Key Steps

- Select Expense Item: **Mileage**
- Enter origin and destination addresses
- Overwrite the value in **Trip Distance Including Diversions** to reduce the mileage calculation to the maximum reimbursement amount permitted by the unit
- Do not select Round Trip
- Verify calculated total amount
- Add comment in memo or supporting documentation if applicable



Scenario 3: Maximum Amount

Expense Date

10 / 06 / 2026

Expense Item

X Mileage

Rates Used

0.76

Total Amount

600.02

Currency

USD

Memo

Unit Max permitted \$600

*Cost Center

X CC11667 Business and Finance | Office of PCard and Travel

*Balancing Unit

X BL1163 Business and Finance | General

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X Function: FN114 Institutional Support

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Important Note: The traveler must not create or submit mileage reimbursements in Workday while physically in restricted or sanctioned territories (China, Crimea, Cuba, Iran, North Korea, Syria, The Luhansk and Donetsk Regions, and Vietnam). If mileage related expenses are incurred in one of these locations, wait to create and submit the Expense Report until you have returned to the United States or are in a non-restricted location.

Refer to the [Travel Policy](#) for business travel requirements.

Point-to-Point Mileage: Enter the origin and destination addresses for a single trip. Workday calculates mileage using the shortest logical route returned by Google Maps, which may not reflect all available route options. If actual mileage differs due to construction, detours, or other business-related reasons, update the **Trip Distance Including Diversions** field and explain the adjustment in the Memo/Comments field.

For unique mileage circumstances or entry guidance, refer to the [Mileage Guide](#) for best practice recommendations and examples.

Item Details

Origin Address

X 411 Woody Hayes Drive, Columbus, OH, USA

Destination Address

X 44 W 4th Street, New York, NY, USA

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route

539.9

Trip Distance Including Diversions

789.5

Round Trip

☐

Distance to Expense

789.5

Business Reason

attending ABC conference

Scenario 4: Adjusted Mileage Rate

A traveler is reimbursed for mileage to and from a research site at a rate lower than the standard mileage rate due to funding limitations set by the grant. The traveler agreed to the reduced rate prior to incurring the travel expense.

Trip Details

- Origin Address: 2650 Kenny Road, Columbus, OH
- Destination Address: 878 Bayview Avenue, Put-In-Bay, OH
- Round-Trip Distance: 253.2 miles
- Reduced Mileage Rate: \$0.50 per mile

Reimbursement Calculation

253.2 miles × \$0.50/mile = \$126.60 ÷ \$0.76/mile = 166.6 miles

Key Steps

- Select Expense Item: **Mileage**
- Enter origin and destination addresses
- Overwrite the value in **Trip Distance Including Diversions** to adjust the mileage calculation to match the reduced rate calculation
- Do not select Round Trip
- Add comment in memo or supporting documentation if applicable

Workday does not automatically calculate reimbursement using a reduced mileage rate. To apply a reduced rate, calculate the reimbursement amount outside of Workday using the approved reduced mileage rate, then divide that amount by the standard mileage rate used in Workday to determine the number of miles to enter. Because the calculation may not result in a reimbursement amount that matches exactly, it is acceptable to round the mileage to the nearest whole mile, and minor variances in the final reimbursement amount are expected.



Scenario 4: Adjusted Mileage Rate

Expense Date *18 / 08 / 2026

Expense Item *

Mileage

Rates Used0.76

Total Amount126.62

Currency *USD

Memo

reduced mileage rate \$0.50/mile

*Cost Center

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*Balancing Unit

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*Fund

FD111 Designated Other Fund

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*Additional Worktags

Function: FN114 Institutional Support

Instructions

Important Note: The traveler must not create or submit mileage reimbursements in Workday while physically in restricted or sanctioned territories (China, Crimea, Cuba, Iran, North Korea, Syria, The Luhansk and Donetsk Regions, and Vietnam). If mileage related expenses are incurred in one of these locations, wait to create and submit the Expense Report until you have returned to the United States or are in a non-restricted location.

Refer to the [Travel Policy](#) for business travel requirements.

Point-to-Point Mileage: Enter the origin and destination addresses for a single trip. Workday calculates mileage using the shortest logical route returned by Google Maps, which may not reflect all available route options. If actual mileage differs due to construction, detours, or other business-related reasons, update the **Trip Distance Including Diversions** field and explain the adjustment in the Memo/Comments field.

For unique mileage circumstances or entry guidance, refer to the [Mileage Guide](#) for best practice recommendations and examples.

Item Details

Origin Address *

2650 Kenny Road, Columbus, OH, USA

Destination Address *

878 Bayview Avenue, Put-in-Bay, OH, USA

Unit of Measure for DistanceMiles

Estimated Distance of Driving Route *126.6

Trip Distance Including Diversions *166.6

Round Trip☐

Distance to Expense *166.6

Business Reason *dividing to research site

Scenario 5: Multi-Stop

An employee uses their personal vehicle to deliver materials from main campus to three regional campuses during the same business day. Because the trip includes multiple destinations, reimbursable mileage is based on the total distance traveled between each stop, including the return trip to main campus. Mileage may be entered in Workday as a single line with an attached mileage log or as separate line for each travel segment, as shown below.

Trip Details

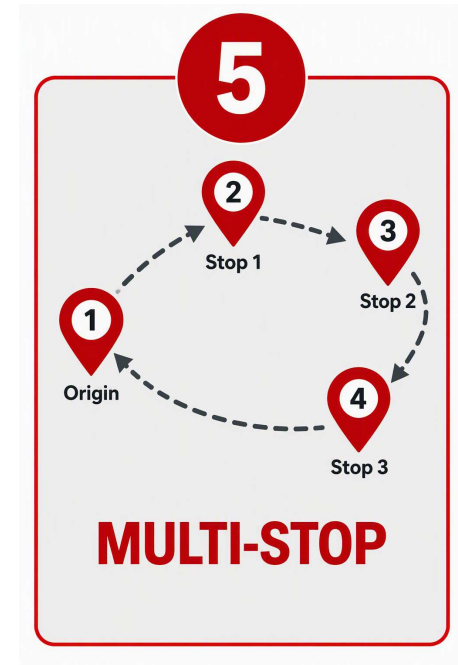
- Columbus Campus → Newark Campus (38.5 miles)
- Newark Campus → Mansfield Campus (64 miles)
- Mansfield Campus → Marion Campus (35.3 miles)
- Marion Campus → Columbus Campus (43.7 miles)
- Mileage Rate: \$0.76 per mile

Reimbursement Calculation

$$38.5 + 64 + 35.3 + 43.7 (\times \$0.76) = \$137.94$$

Key Steps

- Select Expense Item: **Mileage**
- Create an expense line for each stop and enter the corresponding origin and destination addresses
- Do not select Round Trip
- Verify calculated mileage
- Add comment in memo or supporting documentation if applicable



Scenario 5: Multi-Stop

Tue, Oct 6

Mileage
(Main Campus) One way mileage33.21 USD

Mileage
(Marion) One way mileage25.83 USD

Mileage
(Mansfield) One way mileage48.64 USD

Mileage
(Newark) One way mileage29.26 USD

Expense Line

Drop files here

or

Select files

Expense Date10 / 06 / 2026

Expense ItemMileage

Rates Used0.76

Total Amount29.26

CurrencyUSD

Memo(Newark) One way mileage

*Cost CenterCC11667 Business and Finance | Office of PCard and Travel

*Balancing UnitBL1163 Business and Finance | General

*FundFD111 Designated Other Fund

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*Additional WorktagsFunction: FN114 Institutional Support

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply

(1) Google Terms of Service

(2) Google Maps/Google Earth Additional Terms of Service

(3) Google Privacy Policy

(4) Google Controller-Controller Data Protection Terms

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Instructions

Important Note:

The traveler must not create or submit mileage reimbursements in Workday while physically in restricted or sanctioned territories (China, Crimea, Cuba, Iran, North Korea, Syria, The Luhansk and Donetsk Regions, and Vietnam). If mileage related expenses are incurred in one of these locations, wait to create and submit the Expense Report until you have returned to the United States or are in a non-restricted location.

Refer to the Travel Policy for business travel requirements.

Point-to-Point Mileage: Enter the origin and destination addresses for a single trip. Workday calculates mileage using the shortest logical route returned by Google Maps, which may not reflect all available route options. If actual mileage differs due to construction, detours, or other business-related reasons, update the Trip Distance Including Diversions field and explain the adjustment in the Memo/Comments field.

For unique mileage circumstances or entry guidance, refer to the Mileage Guide for best practice recommendations and examples.

Item Details

Origin Address1739 North High Street, Columbus, OH, USA

Destination Address1209 University Drive, Newark, OH, USA

Unit of Measure for DistanceMiles

Estimated Distance of Driving Route38.5

Trip Distance Including Diversions38.5

Round Trip☐

Distance to Expense38.5

Business ReasonTravel to Newark Campus

Scenario 6: Blanket Travel Mileage

An employee makes multiple trips to research sites throughout the state during the fiscal year and is approved to use a **Blanket Spend Authorization** for mileage reimbursement. To support monthly reimbursement requests, the employee maintains a detailed mileage log documenting each trip details, including travel dates, research locations visited, business purpose, and miles traveled.

Trip Details

- 5 business trips during the month of September
- Total accumulative miles for all 5 trips: 94
- Mileage Rate: \$0.76 per mile

Reimbursement Calculation

$$94 \times \$0.76 = \$71.44$$

Key Steps

- Select Expense Item: **Mileage (Blanket)**
- Enter origination and destination
- Combine the mileage from all trips listed on the mileage log and enter the total miles on a single expense line in the **Quantity** field
- Attach mileage log to Expense Report



Scenario 6: Blanket Travel Mileage

Expense Line

DOC

Mileage Log.docx

✓ Successfully Uploaded!

Comment

Upload

Expense Date

10 / 06 / 2026

Expense Item

×

Mileage (Blanket)

⋮

Quantity

94

Rates Used

0.76

Total Amount

71.44

Currency

USD

Memo

September - 5 trips = 94 total miles

*Cost Center

×

CC11667 Business and Finance | Office of PCard and Travel

⋮

*Balancing Unit

×

BL11663 Business and Finance | General

⋮

Instructions

Refer to the [Travel Policy](#) for blanket travel restrictions.

Blanket Mileage: Enter the city that most closely matches the origination and destination location(s) associated with the mileage reimbursement. If the specific city is not available, enter *ALL and select All Other Continental U.S. Locations, United States of America.

Mileage Log: Attach a mileage log that includes the travel dates, travel locations, and total miles driven. Multiple trips may be combined and submitted as a single expense line when supported by a complete mileage log.

For unique mileage circumstances or entry guidance, refer to the [Mileage Guide](#) for best practice recommendations and examples.

Item Details

Origination

×

Columbus, Ohio, United States of America

⋮

Destination

×

*All Other Continental US Locations, United States of America

⋮

Business Reason

×

September - 5 trips = 94 total miles

⋮

Exception Reason (policy exception comments only)

Receipt Included

☒