Mileage Form - Second Half of 2026

University of San Diego Office of Accounts Payable
(For non-USD employees)

1. Traveler Information		
Traveler Name:	Ext:	USD Email:

2. Mileage Information

Travelers seeking mileage reimbursement for use of their personal vehicles while on University business affirm by doing so that they are aware of the provisions of policy 3.0.5 "Vehicles", that their driver's license is current and unrestricted, and that their vehicle is fully insured.

When submitting a reimbursement request for mileage, travelers must include the following information:

- Travel information (time, date, purpose and persons involved)
- Street address of your origination (starting point) as USD (5998 Alcalá Park, San Diego, CA 92110)
- Include a Google/MapQuest estimation of mileage

When calculating mileage reimbursements, USD will always be the point of origin. The IRS is *very* restrictive about mileage reimbursement between an employee's home and business-purpose destination. The only exception is when traveling to the airport on weekends. In that case the point of origin is the employee's home. The adjusted IRS mileage rate for July 1 through December 31, 2026 is $0.76

Please attach a copy of this form (Mileage Form) as backup documentation when submitting Misc Payment Request (or Supplier Invoice Request if applicable) for payment to the non-USD employee.

(Employees must claim mileage using the Torero Travel and Expense system.)

3. Mileage Details

#	Date	Travel Description (Trip information, business purpose & persons involved)	Miles Driven
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

4. Mileage Total

Total Miles Driven: 0.00	Mileage Rate: 0.760	Total Reimbursement: $ 0.00

Last Update:January 2026