

# Travel Guidelines

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In the event that a proper receipt is not issued by the vendor, a traveler may create their own receipt, detailing the name and address of the business, date and time of purchase, itemization of charges, amount paid, and method of payment. However, the traveler-made receipt must also include the *signature of the vendor* in order to be considered valid and proper.

during the duration of the travel, an overall exchange rate may be used for reimbursement purposes. The documentation attached to explain exchange rates may be a bank statement

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**Mileage reimbursement:**

In the event that a traveler uses a personal, private vehicle during business travel, a mileage reimbursement of **\$0.50 per mile** is allowed. This rate is to cover the costs of gasoline as well as car maintenance and general wear.

Unless a mileage log is provided, mileage is calculated using a mapping website and based on the most direct and usually traveled routes. Mileage to common destinations is listed on the SUU Fleet Operations webpage.

<https://www.suu.edu/fleet/mileage.html>