Mileage Reimbursement Common Mistakes

Header Information

* **Banner Org** code is not provided. Please confirm this code with your supervisor.
* Date of Voucher is left blank. Please enter date of last mileage or date prepared.
* Primary Work Location left blank. Please indicate which RRCC campus or other address as approved by a supervisor.
* **Travel Authorization RR#** not filled in (only required for overnight stays).

Body of Document

* Mileage must be based on actual travel routes and not start or end with RRCC unless that was the actual route.
* The dates are not entered and/or in the wrong format. Dates must be entered for the mileage rates to appear and the auto calculations to work. The date should be entered with slashes (/) or dashes (-) mm/dd/yy but not with periods (.). When entered correctly, and after hitting tab or enter, the applicable rate will appear.
* Form used doesn’t include latest mileage rate and shows as “update”. Pull new form from RRCC Portal. <https://www.rrcc.edu/business-services/travel>
* Commuting mileage is entered as a positive number rather than a negative number (ex: -1).
* The starting and ending locations per day are not provided. This should either be your home or Red Rocks Community College/Regular Work Location. You can record these locations in the description as “Home”, “RRCC Lakewood”, RRCC Arvada”, “Home Office”, etc. instead of the actual addresses to save room within the description field (unless you’re paid by a grant that requires the full addresses listed).
* Commuting mileage backup (mileage verification or letter of regular work location if not RRCC) is not submitted with each voucher.
* The **proof of mileage backup** should come from MapQuest, Rand McNally or Google Maps, and proof of the source (website address on the bottom of the page and/or logo of source) should appear on the back up. An image of the map is not required but **driving directions with mileage** is required for verification.
* Mileage may be rounded up or down to the nearest whole number as long as it is applied consistently.

Signature Section

* Please be certain you read and understand wording in **Certification** area to prevent improper reimbursement or approval!
* The traveler must sign and then 2 of the 3 approvals are required. Approvals must be by separate people. Please route accordingly.
* AdobeSign documents must include the **audit trail** showing the routing and approvals of the various parties.