



Mileage Reimbursement Common Mistakes

Header information:

- ❖ Banner Org code is not provided. Please confirm this code with your supervisor or refer to the Travel Authorization form.
- ❖ 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

- ❖ 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 (-) but not with periods (.).
- ❖ Form used doesn't include latest mileage rate and shows as "update". Pull new form from RRCC Portal. <http://www.rrcc.edu/human-resources/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) are 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. A copy of the map is not required but driving directions with mileage is required for verification.
- ❖ Mileage may be rounded to the nearest whole number.

Signature Section

- ❖ Only documents that have 3 unique signatures can be processed. Please route accordingly.
- ❖ **Please be certain you read and understand wording in Certification area to prevent improper reimbursement or approval!**