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The purpose of this document is to clarify the department process for post-doc, resident, and student



Reference:

6. Mileage reimbursement while using personal vehicle uses the standard mileage rates ([Use this form](#)). You will need to enter the calculated Mileage Reimbursement as a separate entry on the Expense Report. The IRS mileage rate covers gas, wear and tear on personal vehicle. Note: Mileage expense form must be filled on the web browser, not on the app. Reference: [Mileage Entry.pptx](#) | [Powered by Box](#)