

PERSONAL CAR MILEAGE

Personal Car Mileage is applicable when a user travels in their personal vehicle for business purposes. The rate reimburses costs related to car maintenance and fuel. Personal car mileage rates are defined by the State of Florida.

NAVIGATION

Access UF GO via [ONE.UF](#), [myUFL](#), or the [SAP Concur mobile app](#)

- **ONE.UF:** Log in to <https://one.ufl.edu> > Select **UF GO** under the Faculty/Staff section.
- **myUFL:** [my.ufl.edu](#) > My Self Service > **UF GO Travel and PCard**

LOGGING IN

1. Enter gatorlink@ufl.edu and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

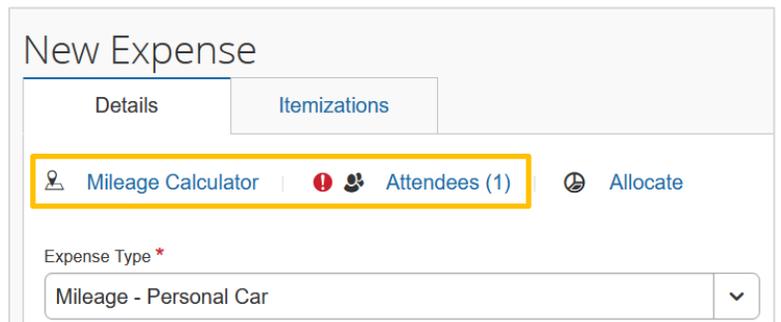
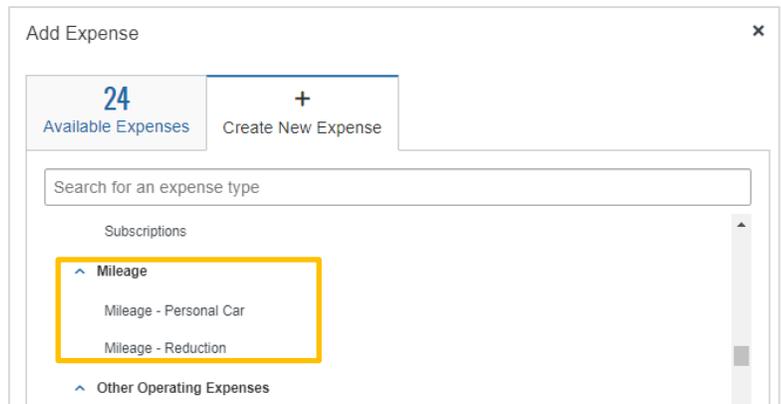
Note: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

Review the [Create and Submit a Travel Expense Report](#) instruction guide for detailed steps.

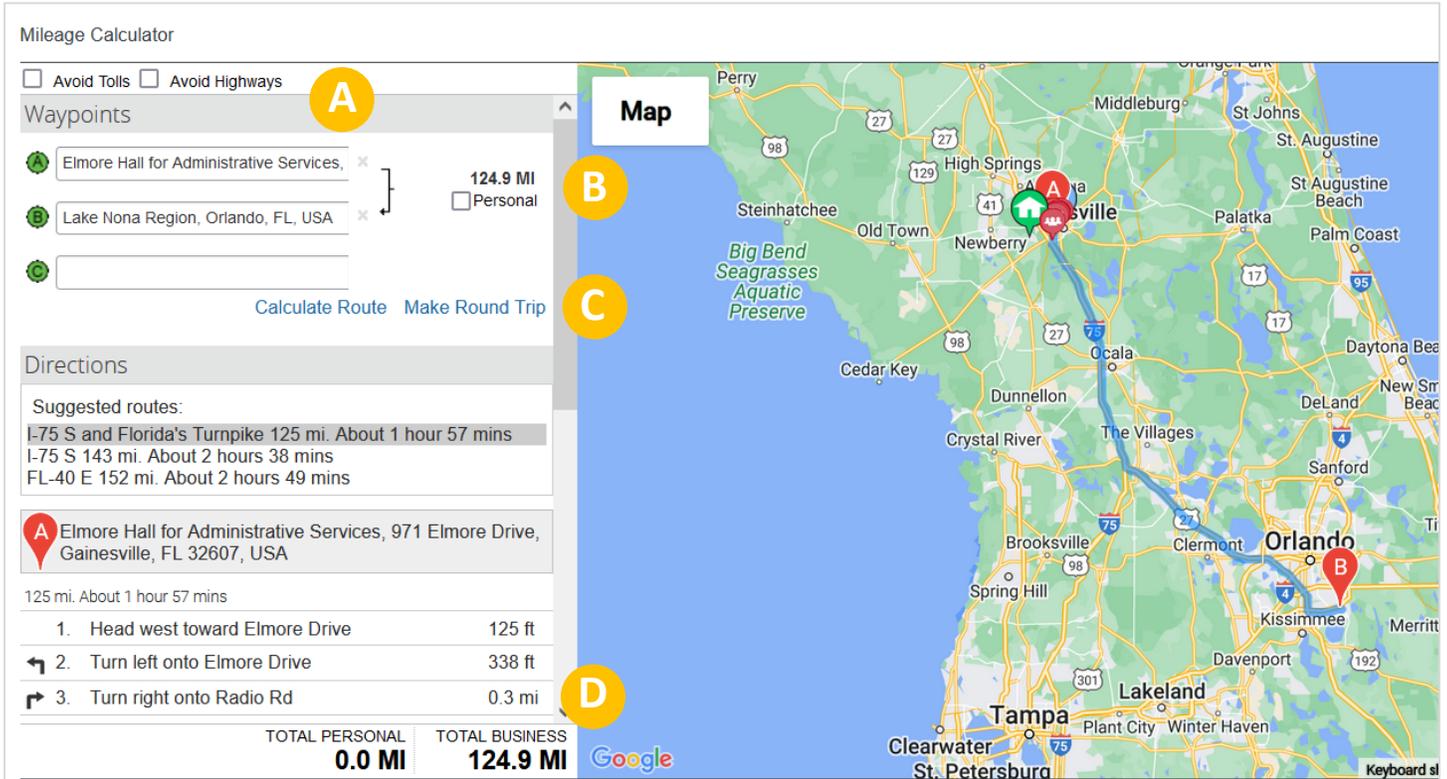
CLAIMING PERSONAL CAR MILEAGE

STEPS

1. Click on **Create New Report** on the **Expense** module
2. Complete the required fields (red asterisk) in the report header
3. Click on **Next**
4. Click on **Add New Expense**
5. Click on the **Create New Expense tab**
6. Search or select from the expense options **Mileage – Personal Car**
7. Complete required fields (red asterisk)
 - **Transaction date:** Enter trip date
 - **Attendees:** verify the user as defaulted attendee and to add additional travelers if needed
 - **From** and **To:** Enter departure and destination locations, the information feeds into the mileage calculator screen
8. Click on the **Mileage Calculator** link to open the Google maps integration



MILEAGE CALCULATOR SCREEN



- A. **Waypoints:** Default from To and From field in previous screen, can be edited as needed
- B. **Personal:** If there is a personal portion of the trip, list the start and end points for it to be subtracted from the business total of the trip
- C. **Make Round Trip:** Calculates the miles for round trip
- D. **Total Personal/Business:** Lists total miles for personal and business miles of the trip

9. Click on **Save**

Note: The State of Florida mileage allowance rate in effect is configured in UF GO and cannot be edited. If a traveler elects to use gas receipts instead of mileage allowance, the gas receipt should not exceed the expected mileage reimbursement amount.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives

Travel Office
352-392-1241
travel@ufl.edu

PCard Policies & Questions

PCard Team
352-392-1331
pcard@ufl.edu