

Caltech

Procurement Services

To: CardQuest and PTA Payment Request Users
From: Travel Services and Specialty Team, Payment Services
Date: 9/2/2024
Re: Mileage Policy Change

Payment Services is updating the mileage policy in order to streamline the reimbursement process. The \$100 threshold for local mileage will be phased out and replaced with distance-based rules.

Effective 10/1/2024, local mileage is 25 miles (or less) one-way (50 miles roundtrip, or less) and should be submitted in TechMart using the PTA Payment Request Form. Appropriate mileage documentation must be provided displaying the number of miles (for example, Google map). Related expenses for local activities such as meals, parking, and registration fees may be included, if the destination is within a 50-mile distance.

Mileage exceeding 25 miles one-way (more than 50 miles roundtrip) is not considered local and must be submitted in CardQuest. The CardQuest system has a built-in mileage calculator for convenience and efficiency. Related expenses such as meals, parking, and registration fees may be included, if the destination exceeds the 50-mile distance.

This policy change also affects campus petty cash custodians. The \$100 threshold will no longer apply to local mileage. However, custodians may continue to reimburse students and staff for mileage, if the destination is 25 miles (or less) one-way (50 miles roundtrip, or less) per trip. Appropriate mileage documentation must be provided displaying the number of miles (for example, Google map).

If you have any questions about the mileage policy, please contact the following teams:

Specialty Team – Payment Request: SpecialtyTeam@caltech.edu.
Travel Services – CardQuest: TravelServices@caltech.edu

Thank you,
Payment Services