

Mileage Calculator Instructions

Please fill out and send in a mileage calculator with each travel form for a Field Site Coordinator that is to be paid on state funds. Make sure to thoroughly read the directions below on how to use it. It is very simple!

The mileage calculator is used to compare Enterprise vehicle costs with personal vehicle costs. Enter the "Total Miles to be Traveled" (the total from the Bottom Page), enter the "Total Days in Trip" (count the number of days, not trips, on the Bottom Page), and enter the "Cost of Gasoline per Gallon" (estimate the average cost of gasoline in your area). The "Mileage Reimbursement Rate" will be located in the top right corner of the Top Page. The "Car Rental Daily Price" will always be \$37.99 when using a mid size car. The prices for other size vehicles are listed in the chart below the calculator. Enter the correct price for the size of vehicle used. Always add \$1.00 to the price listed in the chart for an additional fee. For example, the price given in the chart for a mid size car is \$36.99, but with the extra \$1.00 charge, the correct price to use is \$37.99. The "Rental Car Gas Mileage (MPG)" will always be 28 when using a mid size car. The gas mileage for other size vehicles is also listed in the chart below the calculator. Enter the correct gas mileage for the size of vehicle used. Once all of the variables have been inputted in the top left box, the results appear in the top right box, showing the cost of using a personal vehicle vs. the cost of using an Enterprise vehicle. Finally save, print, and send the mileage calculator to the HSTA Budget Office along with the Top Page and Bottom Page of the travel form.

NOTE: When requesting reimbursement for mileage on the travel form, the personal vehicle cost must be less than the rental car cost on the mileage calculator.

NOTE: The Enterprise contract and the mileage calculator only apply to state funds. If paying travel on Research Corporation or WVU Foundation funds, a mileage calculator is not needed.

NOTE: HSTA Regional Teachers are Enterprise exempt and therefore do not need to use the mileage calculator regardless of what type of funds are being used.