

Workday Communication – Mileage Rate Change



The IRS announced an increase in the mileage rate for business miles driven to 58 cents per mile. The University will implement this rate on January 21, 2019. Any business travel prior to January 21, 2019 will remain at the 54.5 cents per mile.

Here are the steps you should follow to request a mileage reimbursement:

- Enter the information on the header screen as usual
- On the second page, the information at the top will not change either
- You will need to input the initial date of travel in the transactional line date field (see below). The rate will calculate based on this date.

Expense Report Lines Attachments

⊕ Add ⊕ Import Existing Record

01/21/2019	0.00	Expense Report Line 
Credit Card Transaction	(empty)	
Charge Description	(empty)	
Date		
Expense Item	*	<input type="text"/>
Quantity	*	<input type="text" value="1"/>
Per Unit Amount	*	<input type="text" value="0.00"/>
Total Amount	*	<input type="text" value="0.00"/>
Tax Code		<input type="text"/>
Tax Amount		<input type="text" value="0.00"/>
Memo		<input type="text"/>

If your mileage reimbursement extends through January 21st, you will need to input two separate lines for mileage in order to get the correct reimbursement. For example: You drive to the airport on January 15th (mileage rate of 54.5) and you drive back home from the airport on January 22nd (new rate), you should enter one line as your trip to the airport and insert a second line for your trip home from the airport.

If you have any questions, you can contact Accounts Payable at ap@wfu.edu.