

RESEARCH

Grant budget states
"Fuel and/or
Repair/Maint Costs"

Charge all fuel and repair
& maint. charges directly
to grant account

Can NOT charge back
mileage/hours

Grant budget states
"Mileage and/or
Boat Hours"

If using own Research vehicle

- Charge all fuel and repair & maint. charges directly to own vehicle account (181)
- Charge Mileage to Grant Acct
 - 1) Must include Project # on mileage log
 - 2) Debit Mileage to grant account
 - 3) Credit or Reimburse own vehicle account (181)

If using state fleet vehicle

- Charge all fuel directly to SFRC vehicle account (181).
- Charge Mileage to Grant Acct
 - 1) Must include Project # on mileage log
 - 2) Debit Mileage to grant account
 - 3) Credit or Reimburse SFRC vehicle account (181)

TEACHING

Travel involves students

Charge all fuel directly to Material & Supply account, assuming costs are approved.

Can NOT charge back mileage/hours
(Not Authorized by Provost's Office)

Travel from Millhopper to Campus to teach a class

If using own Research vehicle

- Charge all fuel and repair & maint. charges directly to own vehicle account (181)
- Charge Mileage to FAS Teaching Acct
 - 1) Must include Course # on mileage log
 - 2) Debit Mileage to FAS Teaching account
 - 3) Credit or Reimburse own vehicle account (181)

If using state fleet vehicle

- Charge all fuel directly to SFRC vehicle account (181).
- Charge Mileage to FAS Teaching Acct
 - 1) Must include Course # on mileage log
 - 2) Debit Mileage to FAS Teaching account
 - 3) Credit or Reimburse SFRC vehicle account (181)

SFRC/IFAS Level Meetings

If travel is for Faculty meetings or IFAS/SFRC committee meetings

If using own Research vehicle

- Charge all fuel and repair & maint. charges directly to own vehicle account (181)
- Charge Mileage to FAS Teaching Acct
 - 1) Must include specific name and purpose on mileage log
 - 2) Debit Mileage to FAS Teaching account
 - 3) Credit or Reimburse own vehicle account (181)

If using state fleet vehicle

- Charge all fuel directly to SFRC vehicle account (181).
- Charge Mileage to FAS Teaching Acct
 - 1) Must include specific name and purpose on mileage log
 - 2) Debit Mileage to FAS Teaching account
 - 3) Credit or Reimburse SFRC vehicle account (181)

Special Notes:

- 1) This does NOT include travel to graduate student committee meetings as that must be covered by your own account.
- 2) This also does NOT include research/ADMIN-related travel expenses (such as for proposal preparation, HR/Personnel assistance, Fiscal meetings) as those must be covered by your own accounts.