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)
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.