

Completing a TRAV-207 (Mileage)

Version Date	October 2026
Policies & Resources	UADA 380.1 – Travel Policy
Forms	TRAV-207
Contacts	Travel@uada.edu AccountsPayable@uada.edu
Related Guides	In-State and Out-of-State Travel ; Completing a Workday Expense Report

Introduction

The TRAV-207 form is required to be completed and submitted with the related expense report anytime reimbursement is requested for in- or out-of-state mileage. The TRAV-207 only documents mileage, not any other travel-related expense.

In addition to using the links provided in this guide, you may access the [TRAV-207](#) as follows:

1. Go to the [UADA employees page](#).
2. Click on **Finance** icon under EMPLOYEE RESOURCES.
3. Then select **Travel**. (Note: There are a lot of other travel resources on this page should you need them.)
4. Select the **Forms** drop down menu.
5. Click on **TRAV-207** and the form you can download as an excel file to your designated location for editing.
6. Open document and follow **Instructions** to the right of the Summary for Mileage Reimbursement header.
7. It is recommended that you save a completed copy of your edits to your computer as changes may be required upon submission.

Completing the TRAV-207

1. Collect the person's mileage to be reported and download or open your saved [TRAV-207](#) form.
2. Make sure you are on the **SUMMARY** page of the excel workbook. The screen below should appear.



**DIVISION OF AGRICULTURE
RESEARCH & EXTENSION**
University of Arkansas System

TRAV-207
Summary for Mileage Reimbursement
Revised: 8/20/2024

Instructions

1. Fill out the employee information and travel dates.
2. Switch to the Mileage tab to enter mileage expenses.
3. Return to the summary tab.
4. Click on the Update Summary button to populate the summary table.
5. Use Summary sheet to facilitate Expense Line entry in Workday Expense Report.
6. Print Entire Workbook to PDF and provide as an attachment in Workday Expense Report.

Employee Name

Title

Official Station / Dept.

Home Address

License Number

Private Vehicle Certification:

I am the legal owner of the vehicle used for official transportation described on this form. Liability insurance is in force on this vehicle.

Shortest Distance:

I certify that the mileage claimed in this report is computed using map mileage and the lesser of the distance between the travel site and my official station or home address as listed above when I departed directly from or returned directly to my home address.

Travel Dates	
Period beginning	
Period ending	

Expense Type

Rate Per Mile	\$0.52
Total Mileage	0.0
Total Reimbursement	\$0.00

Driving Tag	Cost Center	REReport (AES Only)	Mileage	Expense
				0.00

Update Summary

Summary

Mileage

+

3. Complete the Summary page as follows:

Trav-207 – Summary Page	
Field Name	Response
Employee Name	Enter traveler's name for whom the TRAV-207 form is being completed.
Title	Enter traveler's title. Ex – FCS Agent
Official Station/Dept.	Enter the traveler's home office location. Ex – Pope County Extension Office
Home Address	Enter the traveler's home address.
License Number	Enter the license plate number of the primary vehicle driven.
Travel Dates	For in-state travel, enter the first and last day of the month for which the TRAV-207 is being completed. For out-of-state travel or travel to a specific event, enter the first and last actual day of travel.

Expense Type	Click in the gray box to show a dropdown arrow to the right. Select the arrow and choose OFFICIAL BUSINESS for monthly travel or EXTERNAL TRAINING if appropriate.
Total Mileage & Total Reimbursement	Will auto populate from the Mileage page.
Driving Tag, Cost Center, Mileage, Expense	Will auto populate when the Mileage page is complete.
Update Summary	After completing the Mileage page, return to the Summary page and click in the Update Summary box to update the information on the Summary page.

Once the Summary page is completed, select the **MILEAGE** tab of the excel workbook to continue. The information needed to complete the Mileage page should be submitted to you by the traveler. Complete all fields as described in the table below.

Trav-207 – Mileage Page	
Field Name	Response
Date	Enter actual dates provided by the traveler.
Driving Tag, Cost Center	Enter the information for the funds to be used to pay the mileage.
REEport	Leave blank (For AES Only)
Purpose of Trip	Ex – <i>Conduct embryology program to 2nd grade students.</i> (This should be provided by the traveler.)
From Location, Departure Time	Complete with information provided by the traveler.
To Location, Arrival Time	Complete with information provided by the traveler.
Mileage	Enter mileage provided by the traveler and/or use Google Maps to determine distance traveled.

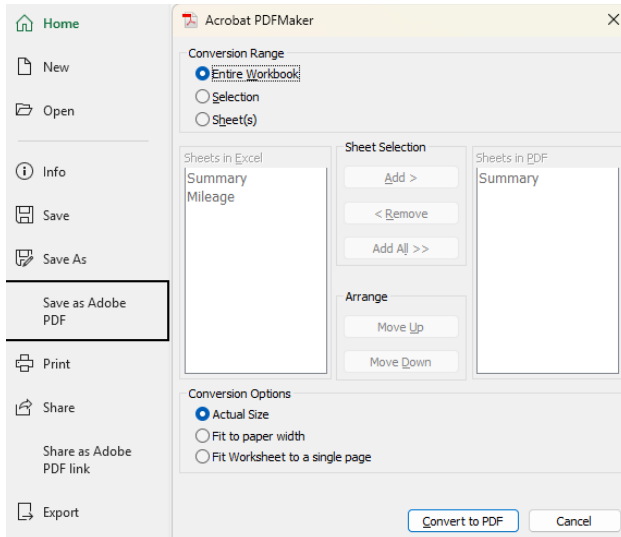
- When the Mileage page is complete, return to the Summary page and select the red **Update Summary** box.

Update Summary

- The last step is to save the file in a pdf format. To do this . . .

- Click **File**
- Click **“Save as Adobe PDF”**

- c) Choose **“Entire Workbook”**
- d) Click on **“Convert to PDF”**
- e) Save to desired file location



Next Steps

Once you have saved the completed TRAV-207, you are ready to create an expense report in Workday. Be sure to attach the TRAV-207 to the related expense line in the report. The Business Office will keep travel records for four business years plus the current year. Again, it is recommended that you keep the completed TRAV-207 forms, in excel format, until the related expense report is settled.