

MILEAGE REIMBURSEMENT REQUEST



(Complete the fields below, save the document, and attach it to your expense report.)

DATES OF TRAVEL (when): Departure Date:

Return Date:

TRAVEL DESTINATION (where):

PURPOSE OF TRAVEL (why):

MILEAGE REIMBURSEMENT CALCULATION:

of Miles Driven: X \$0.67/mile = (reimbursement)

*Explanation (use only if mileage reimbursement is in excess of Google maps mileage)

*The Office of Administrative Services will use Google maps as the source document for calculating mileage.

*(Example: google maps indicates that from Clarksville to Little Rock (round trip) is 205 miles.) If your # of miles traveled exceeds the Google maps estimate, please add a note of explanation.

Submitted by: _____ **Date** _____