2025 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 \$0.70/mile =	(reimbursement)
*Explanation (use only if mileage reimbursement is in excess of Google maps mileage)		
*The Office of Administrative Service	oo will ugo Cooglo mana aa tha aguraa d	ocument for
calculating mileage.	es will use Google maps as the source d	ocument for
*(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:	D	ate

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