

# MILEAGE REIMBURSEMENT FORM

Department: \_\_\_\_\_

**Account Information**

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

Sub Account \_\_\_\_\_

Project Code \_\_\_\_\_

Business Purpose: \_\_\_\_\_ Authorized Signature to Charge Account: \_\_\_\_\_

Traveler Name: \_\_\_\_\_ Address (non-employee): \_\_\_\_\_

Destination: \_\_\_\_\_ Travel Dates: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Please attach MapQuest/Google Maps directions print out that shows trip's total mileage (map picture not required).

Date	Miles* (each way)	From	To	Purpose
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* Please round to the nearest mile.  
\_\_\_\_\_ X \_\_\_\_\_ cents = \_\_\_\_\_

YES, THE PERSONAL VEHICLE FOR WHICH I AM CLAIMING MILEAGE HAS THE MINIMUM LIABILITY INSURANCE COVERAGE AS REQUIRED BY THE UNIVERSITY OF CALIFORNIA, IRVINE.

By signing this form, I certify that the above statement of travel or entertainment expenses incurred by me, in accordance with the rules of the University of California, Irvine, is true in all respects; that payment of the amounts claimed has not and will not be reimbursed to me from any other source(s); that travel performed for which reimbursement is claimed was performed by the traveler on University business and that no claims are included for expense of a personal nature or for any other expense not authorized for University business.

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date