



MILEAGE LOG FOR EMPLOYEE REIMBURSEMENT - (2024)

Employee Information

Name (Last, First, MI) _____ Campus-Wide ID _____							
Campus _____				Extension _____			

Bus Unit	Account	Oper Unit	Fund	Dept	Program	Class	Product	Project

Date	Purpose of Travel	Start City	End City	Total Miles Traveled	**Daily Commute (minus)	*Reimbursable Mileage (0.67)	Total Amount to be Reimbursed

**Daily Commute = Travel from home to primary campus (non-reimbursable).
 * Reimbursable Mileage is only for mileage greater than normally driven between work location and principal residence.