# PEPPERDINE UNIVERSITY

## MILEAGE LOG FOR EMPLOYEE REIMBURSEMENT - ςπρ8

**Employee Information**

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

Campus _____ Extension _____

| Bus Unit | Account | Oper Unit | Fund | Dept | Program | Class | Product | Project |
|---|---|---|---|---|---|---|---|---|
| PUNIV | | | | | | | | |

| Date | Purpose of Travel | Start City | End City | Total Miles Traveled | **Daily Commute (minus) | *Reimbursable Mileage (0.545) | Total Amount to be Reimbursed |
|---|---|---|---|---|---|---|---|
| | | | | | | 0.00 | 0.000 |
| | | | | | | 0.00 | 0.000 |
| | | | | | | 0.00 | 0.000 |
| | | | | | | 0.00 | 0.000 |
| | | | | | | 0.00 | 0.000 |
| | | | | | | 0.00 | 0.000 |
| | | | | | | 0.00 | 0.000 |
| | | | | | TOTAL | 0.00 | 0.00 |

**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.

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