PEPPERDINE UNIVERSITY

MILEAGE LOG FOR EMPLOYEE REIMBURSEMENT – (2022 July – December)

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 (0.625)	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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