



Mileage Reimbursement Form

Use this form when claiming only mileage. If claiming other travel expenses, please use the *Travel Expense Report Form - EMPLOYEE* or *Travel Expense Report Form - NON-EMPLOYEE*.

Employee Name _____ Employee ID _____
 Org/Dept. Name _____ Org Number _____
 Car Van _____ Account Number _____
 Mileage Rate _____ Activity Code _____

Use the following worksheet to calculate miles based on odometer readings. This section is not required to be completed.

Beginning MI: _____ Ending MI: _____ Applicable MI: _____

Enter data below for mileage traveled using a personal vehicle for college-related business purposes.

Date	Miles	Purpose/Description

Total Miles X Mileage Rate = **Amount Due To Traveler**

I certify that I have examined this request and that all expenses meet those outlined in Messiah College's expenditure policy and purchasing policies. I also certify that the mileage expenses claimed are true and accurate to the best of my knowledge. All mileage stated above is for college business purposes only and not for personal use.

Employee/Cardholder _____

Printed Name *Signature* *Date*

Supervisor / VP _____

Printed Name *Signature* *Date*