



Mileage Log

For Personal Vehicle Reimbursement

Banner ID Number _____

Date _____

Name _____

Dept. _____

Complete the following information and attach to your Reimbursement or P-card Report.

Date	Business Description or Purpose	Destination (To and From)	Starting Odometer Reading	Ending Odometer Reading	Total Miles	Less Commuting* or Personal Miles	Reimbursable Mileage
TOTAL REIMBURSABLE MILEAGE							

TOTAL REIMBURSEMENT AMOUNT
(Total Reimbursable Miles @ \$.33/mile)

\$ _____

*Direct trips between the employee's residence and the College are considered commuting miles and are not reimbursable. Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to the College. For example, if the normal commuting round trip is 20 miles and the employee goes on a business trip leaving directly from home that covers 90 miles, only the incremental 70 miles are reimbursable.

I hereby certify that the above information is correct.

Signature

Date