



Business Office Use Only
VOUCHER # _____
DATE: _____
CHECK # _____

EASTERN WYOMING COLLEGE MILEAGE REIMBURSEMENT FORM

1. This form is to be used for requesting reimbursement for mileage. Travel reimbursement for mileage when using your personal vehicle requires a record of miles traveled. Supervisor approval is required for the use of personal vehicles. To claim the \$0.48 per mile rate, supervisors must verify that no appropriate college vehicle was available from the EWC Motor Pool. If an appropriate vehicle was available and you chose to use a personal vehicle, mileage will be reimbursed at the \$0.28 per mile rate.
2. Complete this form and return to the Business Office when travel is completed.

NAME _____ POSITION _____

CURRENT ADDRESS _____

DESTINATION _____ PURPOSE _____

MILEAGE

DATE	DESTINATION	STARTING ODOMETER	ENDING ODOMETER	MILES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL MILES _____
Miles X Rate (\$0.28 or \$0.48) TOTAL \$ _____

BUDGET NUMBER _ _ - - - - -
BUDGET NUMBER _ _ - - - - -

Division Chair/Supervisor Signature

Claimant Signature

Date: _____