Mileage Reimbursement Form

2022 Mileage rate (as of 1/1/2022) - $0.585 per mile

Payment Information (to be completed by payee)

Name: __________________________

ID#: ____________

Description of business travel: ________________________________________________

Dates of Travel: ______________________________________________________________

# of miles (round trip): ___________ (attach MapQuest/GoogleMaps report)

Reimbursement amount $____________ (check Finance website for current rate)

FOAP __________ - __________ - __________ - ______

FOAP __________ - __________ - __________ - ______ (split between multiple orgs)

Requested by: ________________________________ Date: _____________

Approver Signature: ________________________________ Date: _____________

SECTION 3 Special Instructions

_____________________________________________________________________________

If you have any questions, please contact Accounts Payable 389-6782