**SPRING 2014 MILEAGE CHECK REQUEST**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SPECIAL NOTE:** | Mileage can only be submitted **AFTER** travel has actually occurred. You cannot submit a mileage reimbursement for an upcoming/anticipated trip. Mileage is reimbursed to the individual who owns/drives the vehicle for organizational activity. Mileage covers all expenses including gas as well as wear/tear of the vehicle. Mileage is not reimbursed/shared with passengers. Mileage is reimbursed to/from actual departure and destination locations and is not something that is estimated or speculated. | | | | | | | | | |
|  | | | | | | | | | | |
| Date (mm/dd/yy): |  | | | | | | | | | |
| Organization Name: |  | | | | | | | | | |
| Authorized Officer (Print Name): |  | | | Signature | |  | | | | |
| Email: |  | | | | @albion.edu | | | | | |
| Deduct From: | Line Number |  | | Line Title | |  | | | | |
| Date(s) of Travel: |  | | | Destination: | |  | | | | |
| Work Sheet: | Round Trip Mileage  (Number of Miles) |  | X | Number of Vehicles | |  | | = | (Total Miles) | |
|  | | | | | | | X | $ | .56 per mile |
|  | | Total Mileage Costs | | | | | | $ |  |
|  | | | | | | | | | |
| Check(s) Payable To: | Name |  | | | | | Amount | | $ |  |
| Name |  | | | | | Amount | | $ |  |
| Name |  | | | | | Amount | | $ |  |
| Name |  | | | | | Amount | | $ |  |
| Name |  | | | | | Amount | | $ |  |
| Name |  | | | | | Amount | | $ |  |
| Name |  | | | | | Amount | | $ |  |

**PLEASE ATTACH MAP SHOWING MILEAGE**