

Mileage Log and Reimbursement Form



Mileage Rate	\$0.47
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Employee Name	
Employee ID	

Date	Originating Address	Destination Address	Justification	Odometer Start	Odometer End	Mileage	Reimbursement
TOTAL							

Instructions: Fill out all appropriate boxes and submit to Cindy Satterfield or Diane Carr with your completed T-3 - Travel Expense Form
 Please note: If a request is made that is over 3 months old, the College will **NOT** reimburse the traveler. If the total round trip mileage for one trip **exceeds 150** (75 miles each way), the mileage must be entered on a separate log.