**SPRING 2014 MILEAGE CHECK REQUEST**

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| **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**