

College of Science- Request for Mileage Reimbursement

This form is intended for an employee using his/her personal vehicle for the State's convenience. As of January 1, 2010 the allowable state mileage rate is 50 cents per mile. When a personal vehicle is used at the convenience of the employee, mileage is reimbursed at 25 cents per mile as stated in the UAM Private Automobile Usage 1,413.

Employee Name: _____

1 Date of Travel: _____

2 Destination City: _____

3 Departure City: _____

4 Mileage (Attach print-out of mileage from www.mapquest.com)

Leg 1 _____

Leg 2 _____

Total Mileage _____

_____	In State Travel
_____	Out of State Travel

Mileage Reimbursement Requested (Total Miles X .50)

\$ _____

5 Cost Comparison

(Please attach airfare and rental car quotes)

Airfare

\$ _____

Rental Car

\$ _____

Airport/Hotel Shuttle

\$ _____ each leg/trip

of trips: _____

Conference Shuttle

\$ _____ each leg/trip

of trips: _____

Shuttle Sub-total:

\$ _____

Misc. Fees/Parking

\$ _____

Total

\$ _____

6 Reason for using personal vehicle (Circle those that apply)

Cost

(When the cost is less than airfare/car rental)

Transporting Equipment

(Equipment that is necessary for field research or conference)

Ride-Sharing

(List the names of UNR employees in the reason section below)

Please explain reasons for using personal vehicle;

Associate Dean/Dean
College of Science

Date