CNNC

Mileage Reporting Form

Complete and return to RP at the end of each month. Reimbursement rate is 55¢ per mile. Routine trips to campus are set at 2.0 mile round trip, except for trips to 1100 W. Market, which is set at 3.0 miles. List actual mileage for trips off campus.

Name: _____ Univ. ID#: _____

Date	Miles	Destination (Office/Building)	Purpose of trip