

Monthly Mileage Log

Employee Name:

Month of: 20

Department:

Index #:

Date	Miles Traveled	Official Travel Destination		Round Trip	Purpose	
		From	To	<input type="checkbox"/>		
				<input type="checkbox"/>		
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				<input type="checkbox"/>		
Total Miles:					X <input type="text"/>	Cents/Mile = <input type="text"/>

I hereby certify that the mileage herein reported was driven while conducting official university business and that payment therefore is a proper charge against the index specified.

Signed _____

Note: In accordance with IRS regulations, mileage from home to work is considered a personal expense and is not reimbursed by the University. Mileage is reimbursed at the IRS approved rate, as referenced in [APPM Section 7 Travel Expense Policies and Procedures](#).