

BUSINESS MILEAGE REIMBURSEMENT WORKSHEET

Complete and submit with an Invoice Payment Form to Accounts Payable for processing. (For reimbursements less than \$50, you may complete a Petty Cash Form and take to Student Financial Services in the University Services Center.)

Date	Reason for Travel	Destination		Total # of Miles Traveled
		From	To	

Total # of Miles Traveled _____ X \$0.495 = _____

Traveler's Signature

Date