

UNIVERSITY OF ALASKA
MILEAGE REIMBURSEMENT FORM

Employee information		
Traveler Name	Document #	Banner ID

Mileage Details							
Date	Destination		Odometer Reading		Total Miles	Trip Description	
	From	To	From	To			
Travel is reimbursed at a rate of 62.5 cents per mile					0.625 x	=	
					<i># of miles</i>		<i>Total reimbursement</i>

Fund	Orgn	Acct	Amount

Traveler's Signature	Date
Printed Approver's Name	
Approver's Signature	Date