

# SAN DIEGO MIRAMAR COLLEGE

1044 Black Mountain Road, San Diego, CA 92126-2999

## MONTHLY REQUEST FOR MILEAGE REIMBURSEMENT FOR USE OF PRIVATELY OWNED CARS

(See SDCCD AP 6310.2 for Authority)

Name:

First

M.I.

Last

(Please Print)

Department:

Employee ID:

Campus/Site:

Telephone #:

After completed, this form needs to be approved by your supervisor and then added as an attachment to your Expense Report in PeopleSoft. This request for mileage reimbursement may **not** include travel outside San Diego County.

Date MM/DD/YY	Destination		Business Purpose	No. of Miles
	FROM	TO		

Total Number of Miles

Mileage for Month Ending

Times Standard 2018 Mileage Rate/Mile

Total Amount Claimed for Reimbursement

I hereby certify that I incurred the above mileage in the performance of my official duties, that the information given is true and correct, that no part of the travel was performed outside San Diego County; and I hereby present my claim for reimbursement.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approver's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approver's Name \_\_\_\_\_

Date \_\_\_\_\_

Budget Information	Fund	Dept.	Activity	Account	Amount	Description
						Mileage Reimbursement