Information Technology Services Mileage Reimbursement Form

The department of Office of Information Resources will reimburse employees for mileage according to the University of Utah Policy 03-10. Employees must fill out this form, recording the time of travel the odometer readings and location at the start and termination points. Prior to submission it must be submitted to the cognizant manager or director for approval and then given to the Financial Manager for processing. Requests will be processed on a quarterly basis.

1,2,5 Self explanatory

3 (empty) Starting Location-(T) Technical service- (M) Meeting - (E) Equipment pickup - (C) Trip complete

4 (empty) Starting Location - If mileage is taken standards chart on reverse, odometer readings are not required

Date	Location (2)	RC (3)	Miles (4)	Odometer

Date (1)	Location (2)	RC (3)	Miles (4)	Odometer (5)
		Total		

Employee Signature: ____________________________ Manager Signature: _____________________________