

MILEAGE PAYMENT/REIMBURSEMENT AFFIDAVIT

Mileage reimbursement can be requested for the use of a personal vehicle for organization business under specific circumstances including licensing for drivers, registration for the vehicle and minimum insurance levels. Mileage payments/reimbursements capture several related expense categories: vehicle itself (purchase, financing or lease), registration, taxes, depreciation, maintenance, insurance, and fuel.

Traveler Information

Date ____/____/____

Name _____ Email _____

Address _____

Org for which Travel Occurred _____ Cell (____) ____ - _____

*Driver's License ST _____ Expiration Date ____/____/____

Event/Location _____

Event Date(s) _____

**Mileage from/to location(s) _____

*Should there be other driver(s), they, too, must have a valid driver's license.

**Mileage cannot be sought for normal commutes and should be calculated from campus unless traveler leaves from another location which results in less mileage.

Vehicle Used for Travel

Make/Model _____ Plate# _____ State ____ Expiration Date ____/____/____

Is vehicle registered to driver? Y N

If No, Registration Name/Address _____

Vehicle Insurance

Insurance Company _____ Policy# _____

Policy Start Date ____/____/____ End Date ____/____/____ Is Traveler Policy owner? Y N

If no, Policy Owner Name _____

Address _____

Passenger list _____

Vehicle insurance covers minimum amounts of:

\$50,000/\$100,000 (third party liability) **AND** \$5,000 (property damage liability) Y N

Fuel

Fuel expense incurred by Traveler? Y N

If No, Purchaser Name/Address: _____

I _____ have provided all the relevant information for mileage payment/reimbursement and certify that all information is accurate. Further, I certify that I incurred the expenses that make-up the mileage payment/reimbursement.

This should be emailed to become part of the documentation for your reimbursement. By emailing this for reimbursement documentation, you attest you are submitting for the reimbursement amount due to you per policy and that the information is complete and accurate. Include in your submission, the map with shortest route taken between departure and arrival points, as well as the number of miles traveled.