

**Loyola Marymount University/Loyola Law School
Mileage Reimbursement Request**

Name : _____
Address : _____

Contact Name : _____
Contact Number : _____

When a privately owned vehicle or a university owned vehicle is used for University business, reimbursement will be in accordance with the IRS code. If the total mileage traveled is less than your regular daily commute then none of your miles are reimbursable. If the total mileage traveled for that day is more than your daily commute, you will be reimbursed for the additional miles driven.

Date	Business Purpose	Starting Point	Destination	Miles	Rate	Total
Total Reimbursement:						

I certify that the mileage shown on this form was incurred by me on official university business on the dates shown and no part was for personal business.

Employee Signature : _____

Cash : _____
 Check Mail : _____
 Check Pickup : _____

Account # : _____

Supervisor Approval : _____

Date : _____