# UNIVERSITY OF ALASKA
## CAR MILEAGE REIMBURSEMENT FORM

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination</th>
<th>Odometer Reading</th>
<th>Total Miles</th>
<th>Trip Description or Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td>Start</td>
<td>Finish</td>
</tr>
</tbody>
</table>

Travel is reimbursed at the rate of fifty-four cents per mile.

\[
54\text{ cents} \times \frac{\# \text{ of miles}}{\text{Total Reimbursement}} =
\]

Traveler’s Signature: 
Date:

Printed Approver’s Name:

Approver’s Signature: 
Date:

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Mileage Reimbursement
Revised 12/22/2015