**MILEAGE LOG SHEET**

**Traveler’s Name:**

**Mileage Rate: \*per mile (for current rates visit** [**here**](http://www.accounting.uci.edu/travel/reimbursement/mileage-rates.html)**)**

**Instructions/Policies:**

* **Mileage Log Sheet should accompany the Travel Reimbursement Form when mileage reimbursement is requested.**
* **Private vehicle is required to have liability insurance coverage.**
* **For long distance trips, a private vehicle should only be used if it is more economical than airfare.**
* **For mileage beyond Irvine and local airports, please attach a supporting document showing distance in miles (i.e. MapQuest, Google maps, Yahoo maps)**
* **More information on mileage reimbursement rates can be found** [**here**](http://www.accounting.uci.edu/travel/reimbursement/mileage-rates.html)**.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Departure City/State** | **Destination City/State** | **Business Purpose** | **# of Miles** | **Reimbursement Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Total** |  |  |