



Instructions for Completing
MILEAGE REIMBURSEMENT
Non-overnight travel under \$100 (Local Accounts Only)

The purpose of this form is to reimburse out-of-pocket expenses under \$100. An out-of-pocket expense cannot be reimbursed if the CitiBank credit card was used to pay for claimed expense(s). **This reimbursement is processed through the Business Office and does not have to be audited by Travel.** Business Office requires the form be printed on NCR paper but will accept regular paper prints (one original plus 3 colored copies) for processing.

Section 1: Complete Section 1 with information of the person requesting reimbursement

Date
UIN #
Phone Number
Traveler's Name printed

Note: Person requesting reimbursement in Section 1 also certifies that the expenses stated in the Mileage Reimbursement Form, Non-Overnight travel under \$100, were incurred by the same person and was for official University business and are accurate. Person also certifies that reimbursement from any other source has not been requested.

Section 2: The use of Personal Vehicle. Person must use personal vehicle to claim mileage reimbursement. Several reimbursement options are available to select from. Choose the options that are applicable to the reimbursement.

Options:

1. Trip to Corpus Christi International Airport is 30 miles round-trip. At .54 cents per mile is calculated to be \$16.20. Enter dollar amount in the dollar line provided. No proof is required.
2. If you use Google Maps or Map Quest to determine your mileage then you must enter the total number of miles in the space provided and multiply it by .54 cents per mile. Enter the dollar amount in the dollar line provided. **A copy of the maps used must be attached to reimbursement form.**
3. If you elect to use the Odometer readings option, enter the following information inside the coding block area: 1) Date, 2) Start and End odometer readings, 3) Total miles, 4) From and to destination and 5) Reason for trip. Enter Total miles traveled in space provided and multiply it by .54 cents per mile. Enter the dollar amount in the dollar line provided.
4. Out-of-pocket expenses for parking and taxi are allowed for reimbursement on this form. Receipts are required for each expense. Enter the dollar amount in the dollar line provided for each expense.
5. Add dollar amount column and enter the Total Amount on the dollar line provided.

Section 3: Department Account Manager: The Department Account Manager's signature is required and must enter the following information inside the accounting coding blocks: 1) Account name, 2) Account number, 3) Object Code and 4) Amount. Add the dollar amount column and enter the Total Amount on the dollar line provided. The Department Account Manager also certifies that the requested expenditure(s) are in compliance with Federal, State, and University regulations and sufficient budget is available in the account. These purchases are exempt from State & City Sales Taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas.

Section 4: Business Office: Reimbursement form under \$100, with supporting documentation if any, is taken to the Business Office for payment. Person reimbursed or designee will be required to sign at the time of reimbursement. A form of identification is also required.