College of Science- Request for Mileage Reimbursement

This form is intended for an employee using his/her personal vehicle for the State’s convenience. As of January 1st, 2016 the allowable state mileage rate is 54 cents per mile. When a personal vehicle is used at the convenience of the employee, mileage is reimbursed at 27 cents per mile as stated in the UAM Private Automobile Usage 1,413.

**Employee Name:**

1 Date of Travel:

2 Destination City:

3 Departure City:

4 Mileage (Attach print-out of mileage from www.mapquest.com)
   
   Leg 1
   Leg 2
   Total Mileage

   Mileage Reimbursement Requested (Total Miles X .54) =

5 Cost Comparison
   
   (Please attach airfare and rental car quotes)
   
   Airfare
   Rental Car
   Airport/Hotel Shuttle each leg/trip # of trips: 
   Conference Shuttle each leg/trip # of trips: 
   Shuttle Sub-total: 
   Misc. Fees/Parking
   
   Total $

6 Reason for using personal vehicle (Circle those that apply)
   
   Cost (When the cost is less than airfare/car rental)
   
   Transporting Equipment (Equipment that is necessary for field research or conference)
   
   Ride-Sharing (List the names of UNR employees in the reason section below)

Please explain reasons for using personal vehicle;

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Associate Dean/Dean
College of Science

Date

Effective 04/19/2013