

DEPARTMENT OF EARTH AND PLANETARY SCIENCES

MILEAGE REIMBURSEMENT REQUEST

I request payment in the amount of \$ _____ for travel expenses incurred in connection with Departmental business, as itemized below:

Destination	_____	Date of trip	_____
Mileage	_____ miles @ \$_____/mile*	=	\$ _____
	Parking Fees (receipts attached)	=	\$ _____
	Other (explain and attach receipts)	=	\$ _____
	Total	=	\$ _____

Signed _____ Fund # _____

Departmental Approval _____ Date _____

(NOTE: *Mileage rate changes over time. Please contact EPSc Bookkeeping for the current mileage rate)