

IN-DISTRICT- MILEAGE CHECKLIST

MONTHLY- REIMBURSE MILEAGE

All travel Starts at Home Campus or Department location-

Enter travel Date(s) Make sure they coincide with dates traveled.

Check mileage with map - Should be the same mileage amount listed on travel form as map- Do not Round up

Use most Economical route.

Make sure purpose of travel is filled out on all dates

If attended Conference attach Proof of Attendance along with Map.

If reimbursing for parking -Attach receipt with proof of attendance and map.

Include Employee ID #/ Printed Name/Budget Code

Print – Employee sign

Supervisor signs

When entering Mileage Reimbursement-Request for check:

Make sure employee is vendor through Munis

Make sure all signatures have been signed- Traveler/Approver.

On request for check the description should note the purpose of the reimbursement.

Example: Mileage reimbursement for campus travel. Or reimbursement for conference. Proof of attendance attached with map –

Use Sub object code TL

Make sure total on travel form matches “Request for Check” reimbursement.

Attach all that applies for reimbursement- maps, proof of attendance to request for check.