

Personal Mileage Reimbursement Form

Travel Authorization Number: _____

Traveler's Name: _____

Effective Rate: _____

The current reimbursement rate for business use of a personal vehicle is \$0.485 per mile effective 1 July 2007.

When using your private automobile, your personal automobile insurance will be the primary insurance coverage. The University's automobile insurance will only be effective after your personal insurance has been fully exhausted (USU Travel Policy, II.A.1.a).

Completion of Form:

This form should be completed and submitted with the pre-trip travel authorization form for reimbursement of personal mileage while conducting university business.

- No motor pool vehicle was available.
- The trip was for the sole purpose of traveling to the airport, and a motor pool car would have been parked for an extended period of time.
- The trip included non-university related business.
- The total university business related trip mileage (mileage claimed for reimbursement) is less than 180 miles.

I hereby certify that the information provided above is correct.

Traveler's Signature

Date

Trip Authorizer's Signature (Dean, VP, Department Head)

Date