

STUDENT ORGANIZATION MILEAGE REIMBURSEMENT FORM

Student Name: _____ Date: _____

Student Organization: _____

No abbreviations or acronyms.

List your travels below and attach google maps with your route and total mileage:

Starting Address: _____ Date: _____

Stop #1 Address: _____ Date: _____

Stop #2 Address: _____ Date: _____

Stop #3 Address: _____ Date: _____

Ending Address: _____ Date: _____

Substantiation: _____

List the event, dates, location, purpose of travel, and number in attendance (give each person's name if less than 10 people attended).

Total Miles Traveled (from attached google maps): _____ Miles

How much money is being reimbursed for mileage? \$ _____

The 2019 IRS standard mileage rate for business miles driven is 58 cents per mile.

How is this mileage reimbursement being funded? List the amount of money being funded from each.

Each student organization receives \$500 per year in SBA funds. Leftover SBA funds do not roll over to the next year. For additional funds, a student organization can either collect dues or fundraise but a discretionary account must be set up in advance.

SBA Funds: \$ _____ Discretionary Funds: \$ _____

Payee Information:

Name (Last, First, MI): _____ Phone: _____

Campus-Wide ID #: _____ Email: _____

What mailing address should the check be sent to if a petty cash reimbursement is not possible?

Please sign and submit to the student life office for approval:

The above organization or individual recognizes that mileage reimbursement will only be processed when maps have been provided and the mileage expenditures have been pre-approved by SBA and the student organization officers. Furthermore, no reimbursement has been requested for expenditures already paid for by another source.

Student Org President/Treasurer Date SBA President/Treasurer Signature Date