

Pepperdine University
 Graduate School of Education and Psychology

2009 Mileage Log for Employee Reimbursement

Name:

Primary Campus:

Dept ID	Account #	Fund	Class	Program

Mileage Rate as of JAN. 1st, 2010 is \$0.50/mile

Date	Purpose of Travel (please be specific)	Start Address	End Address (must be different than start address)	Round Trip? Y or N	total miles traveled	*Daily Commute (minus)	**Reimbursable Mileage 50 cents	Total amount to be reimbursed
							0	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							0.00	\$0.00
							Total	\$0.00

*Daily commute= travel from home to primary campus (non-reimbursable)

**Mileage reimbursement is only for mileage greater than normally driven between work location and principal residence.