PEPPERDINE UNIVERSITY

MILEAGE LOG FOR EMPLOYEE REIMBURSEMENT – ☑ ☐4☐

Employee Information

Name (Last, First, MI) _____ Campus-Wide ID _____

Campus _____ Extension _____

Bus Unit	Account	Oper Unit	Fund	Dept	Program	Class	Product	Project

Date	Purpose of Travel	Start City	End City	Total Miles Traveled	*Daily Commute (minus)	**Reimbursable Mileage (0.56)	Total Amount to be Reimbursed

*Daily Commute = Travel from home to primary campus (non-reimbursable).
** Reimbursable Mileage is only for mileage greater than normally driven between work location and principal residence.