

UCLA SCHOOL OF PUBLIC AFFAIRS

MILEAGE EXPENSE REPORT FOR PRIVATELY OWNED VEHICLES

Claim of: _____ Date: _____

Budget to be charged: _____ Car license #: _____

Department: _____

NOTE: Per UCLA Travel Policy, a separate claim form needs to be submitted & approvals signed for each month of mileage on a project. (e.g. if you have mileage to report for July and August, you need two forms – one for July and one for August) Mileage should be turned in by 21 days after the month is over. (e.g. March mileage should be turned in by April 21)

DATE OF TRIP	PURPOSE OF TRIP	POINT OF ORIGIN	POINT OF DESTINATION	TOTAL MILEAGE

Total Mileage: _____

Total mileage x \$0.575/mile* = Amount Due: _____

I certify that I have liability insurance. _____

SIGNATURE OF CLAIMANT

ACCOUNTING OFFICE APPROVAL

CHAIRMAN OF DEPARTMENT OR PRINCIPAL INVESTIGATOR

Revised 9/25/2015

*Effective 1/1/15, the rate is 57.5 cents per mile