

Mileage Reimbursement Form

**\$100 Maximum Reimbursement Per Semester/Per Student**

**Personal Information**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

College: \_\_\_\_\_

Title of Class: \_\_\_\_\_

Professor: \_\_\_\_\_

Internship Site: \_\_\_\_\_

**Check Information**

Write check to: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Send check to this address: \_\_\_\_\_

Purpose of Trip:      Field Trip \_\_\_\_ Internship \_\_\_\_ Other: \_\_\_\_\_

- **Print out each (different) trip's mapquest directions (TEXT ONLY) and attach them to this page.**
- **Miles claimed MUST match Map Quest printout – do NOT round or estimate.**
- **Double the "miles to" to get the "roundtrip" miles.**
- **Map Quest printouts must be one way/ use Pitzer as the starting point:**

**1050 N. Mills Ave., Claremont, CA 91711**

Site Name:	# Miles To:	# Roundtrip Miles:	# of Trips:	Trip Dates – list all	Total Miles:

**Total Distance =** \_\_\_\_\_

**Calculations**

Multiply your *total* distance by \$0.54 (the amount reimbursed per mile) to calculate the total amount you will be reimbursed. Enter your total miles even they exceed the \$100 limit. You will be reimbursed UP TO \$100.

○ **Ex:**    180 miles x 0.54 = \$97.20    **Reimbursement Total** \_\_\_\_\_