

**LEWIS & CLARK COLLEGE
EDUCATIONAL LEADERSHIP
MILEAGE EXPENSE REPORT**

NAME _____ DATE _____

PROGRAM: School Counseling Educational Administration

(All mileage is calculated round-trip from Lewis & Clark College. See reverse side for additional info.)

DATE	DESTINATION	NAME OF INTERN (OBSERVATION)	MILEAGE (round trip)

I hereby certify that all expenses on this reimbursement request were incurred for Lewis & Clark College business purposes and have not previously been submitted for reimbursement. Expenditures were made in accordance with Lewis and Clark College policies.

Payee Signature

Submit form to:
Educational Leadership Office
Lewis & Clark College
Graduate School of Educ and Counseling MSC 98
0615 SW Palatine Hill Rd
Portland, OR 97219

TOTAL MILEAGE _____
(Mileage reimbursement rate is \$0.57 per mile)

Lewis & Clark College

Travel Policy

Use of Personal Vehicles: The College will pay a standard rate of 0.56 cents per mile for official travel by employees using their own vehicles. Mileage is to be based on the most direct route. The College does not reimburse employees for commuting between home and campus. (The college does not cover mileage for meetings on campus, or if your class is scheduled at an off-campus site.)

The mileage rate covers all costs of automobile ownership, operation and maintenance, including insurance. Employees' personal vehicles do not have coverage under the College's insurance policy when used for College business: the owner's insurance represents the only coverage available