

Directions for Completing Mileage Log Forms

You may download and print a blank Mileage log by accessing our website:

<http://www.education.purdue.edu/fieldexp>

Click on the Supervisors page and download the form in either Excel format or PDF format.

1. Ensure that your name is at the top of every page.
2. A date as well as mileage must be entered for each trip.
3. Please enter the total miles at the bottom of each page.
4. *Single Destination*
The starting point ("From" column) for a single destination trip should be either "Purdue" or "Home." Part-time or full-time instructors with offices at Purdue will use Purdue as their duty station. Part-time supervisors who work from home will use home as their duty station. Either "Purdue" **or** "Home" will be your **single duty station** for the semester. You may **not** use both.

You are entitled to the actual round-trip mileage that you travelled between your duty station and your destination. If you travel from **Purdue University**, you may use the mileage values included on the mileage sheets contained in this packet.

5. *Multiple Consecutive Destinations*
If you go directly from one approved destination to another, then the original starting point ("From" column) should be your duty station (either "Purdue" or "Home"). The starting points after this should be the destination point ("To" column) of the previous entry. The amount of mileage should be listed in each column.

OR

Indicate one starting point (with odometer reading) for the day and indicate each of your destinations in the "To" column, with one final odometer reading on the final trip.

6. *Multiple Destinations **Not** Consecutive*: *Refer to Single Destination Procedures*

Directions for Completing Form 25

You may download and print a blank Form 25 by accessing our website:

<http://www.education.purdue.edu/fieldexp>

Click on the Supervisors page and download the form in either Excel format or PDF format.

1. Please ensure that the Form 25 you are using has a revised date of **07/2011** in the upper left corner. Outdated forms will not be accepted.
2. Make sure that the columns at the top: Name, Purdue ID, Purpose of trip are filled out. If you are not paid via direct deposit, please indicate the address where you would like your check mailed. If you are paid via direct deposit, your travel reimbursement will also be paid via direct deposit, and you may leave the address field blank.
3. Under the Date column, write the date of your first trip and last trip separated by a dash or the word "Thru."
4. Please do not write anything in the lower right grid. The Office of Field Experiences will complete this section as needed.
5. Near the bottom left of the form, in the box entitled "Certification," please sign and date on the line labeled "claimant."
6. Please do **not** enter the total mileage and reimbursement amount on the form 25. The Office of Field Experiences will complete this information based on the information you provide on your Mileage Log forms.