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| 1) | UW policy - mileage reimbursement is allowable between work locations when assignment is at another location in addition to official duty station. Mileage from residence is allowed when traveling to work destinations other than official duty station when residence is the shortest |
| 2) | Attach directions print out (as a pdf) from Mapquest/Bing/Google - need a map with directions showing # of miles (no screen prints) or use COE or UW Travel mileage charts |
| 3) | Attach copy of personal Good To Go account statement that includes cost of UW business toll. |
| 4) | For trips with multiple destinations, process as a series of one way trips. |

Name:	<input type="text"/>	Email:	<input type="text"/>	Budget Name/Number:	<input type="text"/>
Home Address ¹ :	<input type="text"/>		PI Approval	<input type="text"/>	
Work Address ¹ :	<input type="text"/>		Budget Manager Approval	<input type="text"/>	
Purpose of Trip:	<input type="text"/>				

- 1 - UW policy - mileage reimbursement is allowable between work locations when assignment is at another location in addition to official duty station. Mileage from residence is allowed when traveling to work destinations other than official duty station when residence is the shortest distance.
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