- 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.

## COLLEGE OF EDUCATION: Daily Mileage Record

College <sub>03</sub> ECU CATION		Mileage Claim Form - Use Name: Home Address <sup>1</sup> : Work Address <sup>1</sup> : Purpose of Trip:										
DATE	DI	ADDRESS	CITY & ZIP	DI	ESTINATION SITE ADDRESS	CITY & ZIP	# of Miles	One Way or Round Trip?	allacheu	Toll Amount <sup>3</sup>	Misc. (Ferry, Parking)	Notes
						Total Miles	-			\$-	\$-	
					Total Mileage Cost \$ -			\$0.535/mile		Grand Total \$ -		

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.

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.

\* - For trips with multiple destinations, process as a series of one way trips.