

TIMES Mileage Reimbursement Procedures

I. Mileage Reimbursement:

- a. Complete a Mileage Expense Report for non-overnight travel when using a personal vehicle.
- b. Each leg of your mileage should be recorded on one line (ex: Line 1 - home to school, Line 2 – school to home)
- c. Please make sure you record the exact mileage total for each leg with no rounding.
- d. Provide print-outs of driving directions from Mapquest or Google Maps that show the mileage totals. The actual map is not necessary, only the pages showing the beginning and ending locations and the distance between them. These should be ordered by date line when you submit them. Duplicates are not required.
- e. Your physical signature is required on mileage report.
- f. Submit the signed mileage report along with print-outs in Quartzly for PI approval & processing.