Request for Mileage/Parking Reimbursment through Accounts Payable

Note: Reimbursements for mileage/parking should be submitted timely (at least quarterly).

EMPLOYEE NAME	EMPLOYEE ID NO.	AGENCY / ORG	PAYMENT VOUCHER #	PAGE 1 of

DATE	DEPARTED FROM (ADDRESS OR DESCRIPTION) INDICATE ODOMETER READINGS OR IDENTIFY ADDRESSES & ATTACH MAPQUEST/GOOGLE MAPS PRINTOUT **	ARRIVED AT (ADDRESS OR DESCRIPTION)	MILES	PARKING EXPENSE ***	ASU BUSINESS PURPOSE (ATTACH ADDITIONAL PAGES IF NEEDED)

		Rate Per Mile	Total Miles	Total Parking	Mileage Amount	TOTAL FROM OTHER PAGES	GRAND TOTAL
TOTALS from this page		0.445					

Common mileage from Tempe campus (one way) - Downtown Phoenix campus: 10 - Polytechnic campus: 23 - West campus: 28 - Research Park: 7 - (West campus to Poly campus: 48)

Traveler certifies that: the items of expense were incurred for authorized official state business; the expenses are correct and the charges proper; reimbursements claimed were out-of-pocket charges paid by the traveler. For expenses related to car rentals and state vehicles, I certify that I have attended Defensive Driver Training within the last 4 years, and submitted the Driver Authorization Form along with a copy of my current Arizona driver's license (or valid driver's license specific to work location) to OHR. For claiming mileage on a personal vehicle, I certify that I have current vehicle insurance and a valid driver's license.	DIRECT INQUIRIES TO: (Traveler or Other Person Completing Form)	Mail Code	Phone
	TRAVELER'S SIGNATURE:_____		Date:
	APPROVER'S SIGNATURE: _____		Date:

** Employee may indicate the beginning/ending odometer readings, or identify the exact departure/arrival addresses and attach a printout from MapQuest or Google Maps that indicates the route and mileage.

*** Receipt for parking expense should be attached. If parking meter is utilized that provides no receipt, write 'meter' in the Business Purpose field.

12/13/2011