Reimbursement for mileage, parking or rideshare expenses

Instructions: Support mileage with printed directions using Google Maps or include a receipt for all incurred expenses. If parking was at a meter with no receipt option, write “meter parking” in the ASU business purpose field. Once completed, please attach this form to the expense report in Workday. Call 480-965-3511 or email Accounts Payable for more information.

Payee name: _____ **Email address**: _____

Mailing address: _____ **Phone number:** _____

Date	Departed from	Arrived at	Miles	Parking expense	Car or rideshare expenses	ASU business purpose. Attach additional pages if needed.
Totals:		**Miles at $0.625**		$	$	**Grand total:** $

Common one-way mileage from the Tempe campus: Downtown Phoenix campus — 10 miles; Polytechnic campus — 23 miles; Research Park — 7 miles; Thunderbird School of Global Management — 28 miles; West campus — 25 miles.

Optional department information

_____
Departmental approval

_____
Worktags