

BOARD MEMBERS MILEAGE REIMBURSEMENT FORM

**EFFECTIVE January 1, 2023**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ Emp ID or Vendor #: \_\_\_\_\_

Address to send check (for non-employee reimbursements): \_\_\_\_\_

Chart field	BU	ORG ID	FUND	ACTIVITY	ACCOUNT
	01	01379	9900	12419	60100

DATE	Trip Origin*	Trip Destination	Purpose of Travel	\$/Mile	Miles	TOTAL
TOTALS						

One-Way Mileage from the Gateway 2 Building to Institutions, Airport, and Capital

6 Salt Lake City International Airport	118 Snow College
2 Utah State Capital	302 Utah Tech University
4 University of Utah	40 Utah Valley University
83 Utah State University	10 SLCC- Redwood campus
32 Weber State University	120 Utah State University, Eastern
252 Southern Utah University	15 SLCC- Miller campus
83 Bridgerland Technical College	42 Ogden-Weber Technical College
20 Davis Technical College	255 Southwest Technical College
305 Dixie Technical College	37 Toole Technical College
43 Mountainland Technical College	145 Uintah Basin Technical College

Employees are reimbursed for personal vehicle use at the approved University of Utah mileage rate. For longer trips, staff will calculate the cost of using a personal vehicle vs renting a vehicle before a trip is approved. Staff are encouraged to use Enterprise car rental using the state discounted rate with unlimited mileage for longer trips. **Any exceptions require supervisor approval.**

I certify that these expenses were actual, necessary and reasonable and incurred for official business of the Office of the Commissioner of Higher Education, and that no portion of this claim was provided free of charge, previously reimbursed from any other source, or will be paid from any other sources in the future.  
 I further certify that I have a current driver's license and have completed the University defensive drivers training course.

Requestor's Signature \_\_\_\_\_

Approval Signature \_\_\_\_\_

\* if origin is different from Gateway 2 building, include street address and explanation (attach additional documentation, if needed):

\_\_\_\_\_  
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