FACULTY & STAFF REIMBURSEMENT REQUEST

Please place this cover sheet and all required supporting documents in a sealed envelope
so items do not get lost/separated.

NAME_____ EmployeeID#_____

MILEAGE REIMBURSEMENT

The UA uses "Google Maps" as the official calculations for mileage for reimbursement ($.445 per mile).
Exact addresses for departure and final destination are required.
Reimbursement is allowable for mileage OR gas reimbursement, but not both.

Date & Address of Departure (if you departed from home, please use this address)

_____

Date & Location of Destination

_____

Business Purpose for Expense (Conference/ Workshop/ Speaking Invitation)

_____

Website hyperlink for Business purpose (Conference/ Workshop/ Speaking Invitation)

_____

Account to process payment from (if known) _____

Supporting Documents Required