



**Business use of a personal vehicle  
Mileage Claim Form**

Month/Year Budget Code: \_\_\_\_\_

Date	From Location	To Location	Purpose	KMS	Parking Fees (attach receipts)
<b>Totals</b>					
				X .55	▼
				Mileage claim	▼
				Add parking fees	◀◀◀
				<b>TOTAL DUE</b>	

I hereby certify that the above is a correct statement of mileage and/or parking expenses that were incurred on University business.

Submitted by: \_\_\_\_\_ / (Print)

Approved by: \_\_\_\_\_ / (Sign) \_\_\_\_\_ (Print)