

Business Use of a Personal Vehicle Mileage Claim Form

Date	From (Location)	To (Location)	Business Purpose	Kms Travelled	Parking Fees

Budget Code: _____

_____ at \$0.55 per km

Mileage

Parking Fees _____

Total Claimed _____

I hereby certify that the above is a correct statement of mileage and/or parking expenses that were incurred on University business and that I have read and met the conditions in Lakehead University's policy, Use of Personal Vehicle for University Business.

[Review Policy Here.](#)

Submitted By: _____
Print Name
Signature

Date: _____

Approved By: _____
Print Name
Signature

Date: _____