

Business Use of a Personal Vehicle Mileage Claim Form

| Date | From (Location) | To (Location) | Business Purpose | Kms Travelled | Parking Fees |
|------|-----------------|---------------|------------------|---------------|--------------|
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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: _____