

**Loyola Marymount University/Loyola Law School
Mileage Reimbursement Request**

Name : _____
 Address : _____

Phone Number : _____
 LLS E-mail : _____

When a privately owned vehicle or a University owned vehicle is used for University business, reimbursement will be in accordance with the IRS code. If the total mileage traveled is less than your regular daily commute then none of your miles are reimbursable. If the total mileage traveled for that day is more than your daily commute, you will be reimbursed for the additional miles driven.

Please attach a MapQuest printout(s) for mileage being claimed.

Date	Business Purpose	Starting Point	Destination	Miles	Rate	Total
Total Reimbursement:						

I certify that the mileage shown on this form was incurred by me on official University business on the dates shown and no part was for personal business.

Student Signature : _____

Date : _____

Account # : _____

Authorized Signature : _____

Date : _____