

Mileage Detail

Date	From	To	Miles

Total Miles

Rate  (Total Miles X Rate)

Total Reimbursed (Max \$50)

Complete the Mileage Detail Form.  
 Fill out a Payment Request Form with the total from the Mileage Detail as a line item.  
 Submit both forms. Please submit total mileage reimbursement request only once per year.  
 Members of the same household are eligible for one mileage reimbursement.