KELLOGG
COMMUNITY COLLEGE

MILEAGE REIMBURSEMENT FORM

This form is used to request reimbursement for **mileage expenses only** by any employee who used their personal car for official College business. Please use the Travel Expense Form when expenses will also include meals, airfare, and/or lodging.

Employee Name _____ KCC ID# _____

Account Number _____

DATE	FROM	TO	EVENT	NUMBER OF MILES

Total Miles	0.00
Current Mileage Rate	$ 0.555
Total Mileage Amount (Total Miles X Current Mileage Rate)	$ 0

Employee Signature and Date

Cost Center Manager Signature and Date

For Finance Office Use Only

Director of Purchasing

Date