## Lewis & Clark College Travel Reimbursement Policy

### **Travel Policy**

Use of Personal Vehicles: The College will pay a standard rate of \$ .57 per mile for official travel by employees using their own vehicles. **Mileage is to be based on the shortest and most direct route**. The College does not reimburse employees for commuting between home and campus or for meetings on campus.

The mileage rate covers all costs of automobile ownership, operation and maintenance, including insurance. Employees' personal vehicles do not have coverage under the College's insurance policy when used for College business: the owner's insurance represents the only coverage available.

### **Travel Reimbursement**

In order to comply with IRS regulations (so that we won't have to consider your mileage reimbursements taxable), mileage reimbursements must now be requested **within 60 days** of your travel.

We ask that you send the mileage form with any mileage you incur for supervision of your intern(s) following the 60 day limit ruling. The mileage reimbursement rate is \$ .57 per mile. If you have any questions, please do not hesitate to call Teacher Education at 503-768-6100.

Return Form within 60 days of travel to: Teacher Education

Email: lcteach@lclark.edu Fax: 503 768-6115

Lewis & Clark College
Graduate School of Education and Counseling
Department of Teacher Education
0615 SW Palatine Hill Rd.
Portland, OR 97219

# DEPARTMENT OF TEACHER EDUCATION LEWIS & CLARK COLLEGE

MILEAGE EXPENSE REPORT

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Payee Name

Payee ID#

Payee Address

Reimbursement requests must be submitted within **60 days** of the employee/student incurring the expense.

Reimbursement policies: www.lclark.edu/offices/business/accounts\_payable/expense\_reimbursements/index.php

Date	Destination	Purpose	Mileage

**Total Mileage** 

Mileage reimbursement rate is 57 cents per mile

**Total Reimbursement** 

#### REQUIRED FOR EMPLOYEE/STUDENT REIMBURSEMENTS: CERTIFICATION OF PAYEE

I hereby certify that all expenses on this reimbursement request were incurred for Lewis & Clark College business purposes and have not previously been submitted for reimbursement. Expenditures were made in accordance with Lewis and Clark College policies.

#### Please process my payment as:

Signature Direct Deposit (register in WebAdvisor) Mail Check

FOR INTERNA	L USE ONLY:				
Account Number (11 Digits)			<u>Debit</u>	<u>Credit</u>	
Authorized Sign	ature		Date		
Payment Method					
	Cash For reimb		r reimbursements less than or equal to \$50		
	E-Check		REQUIRED: bank information recorded in Webadvisor	IRED: bank information recorded in Webadvisor	
	Mail to Above		Off-campus addresses only		
	Pick up Check				
For Business C	Office Use:				
Bv:		Voucher Date	Voucher Number	r	