

Lewis & Clark College

Travel Reimbursement Policy

Travel Policy

Use of Personal Vehicles: The College will pay a standard rate of \$.51 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 \$.51 per mile. You may email, fax or mail the form to Christy McMurtry. If you have any questions, please do not hesitate to call me at 503-768-6103.

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

Date

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 51 cents per mile effect. 6/1/11

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 INTERNAL USE ONLY:

<u>Account Number (11 Digits)</u>	<u>Debit</u>	<u>Credit</u>

Authorized Signature

Date

Payment Method (Select One):

Cash

For reimbursements less than or equal to \$50

E-Check

REQUIRED: bank information recorded in Webadvisor

Mail to Above

Off-campus addresses only

Pick up Check

For Business Office Use:

By:

Voucher Date

Voucher Number