

IN-DISTRICT MILEAGE LOG

In-District Mileage:	Used for frequent of	r routine travel	within BMC	C District	boundaries	of Baker,	Grant,	Morrow,	Union,	Umatilla
and Wallowa counties.										

Expense Reimbursement: After travel is complete attach receipts to the In-District Mileage Log and forward to Accounts Payable. You may submit mileage logs monthly or quarterly but no later than June 30th to allow processing time before the fiscal year-end. **Out-of-District travel must be requested on the Travel Expense Log.**

Traveler	<u>Dept</u>	Principal Place of Work
Student Traveler	Dept	Principal Place of Work
Account Number	N	<u>Trip #/PO#</u>

Note: Each traveler who operates a college-owned motor vehicle shall have a current, valid driver license. Each traveler who operates a private or rental automobile shall have (a) a current, valid driver license and (b) personal automobile insurance coverage that meets or exceeds the minimum requirements set forth by statute or motor vehicle code.

Date	Mileage	Purpose, starting and stopping destinations (Use approved ODOT mileage chart) (Only eligible for reimbursement <u>if</u> mileage is over a 40 mile/round trip)	"Business- related" meal expenses (See section 2.6 in travel policy for calculation)
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
	_		\$
			\$
Total Miles		@ cents/mile (see current travel rate in RaPS)	\$
Business Meals		\$ (attach original receipts)	\$
		Grand Total	\$

The following signatures certify the travel estimates were based on the <u>most economical manner</u> and were reviewed and approved as necessary for the conduct of BMCC business. All travel checks will be distributed through the service center or mailed. If other arrangements are needed, call 541-278-5751.

Employee/Student Signature	Date	Supervisor Signature	Date