

CAYUGA COMMUNITY COLLEGE

MILEAGE REIMBURSEMENT VOUCHER

Payee: _____ **Your BANNER ID: C** _____

Address: _____

College Position: _____

State Purpose: _____

INDEX CODE: _____

ITEMIZED EXPENSES:

Departed From: _____ Destination: _____

Check if Round Trip: _____

Dates Incurred:

Total Miles Claimed: _____

Multiplied by Current IRS Mileage Reimbursement Rate: _____ *

EQUALS TOTAL AMOUNT DUE YOU: \$ _____

Payee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Division Chair: _____

Date: _____

Date: _____

Diane Hutchinson, Vice President for Administration/Treasurer

- Form to be used for travel to and from Fulton Campus, Auburn Campus, Mexico BOCES, Admissions recruiting, etc. This form is not to be used for conference travel. Please use Travel Expense Voucher for conference travel.
- Complete at end of each semester.
- Return completed Mileage Reimbursement Voucher to Penny Herrling in the Business Office.

**Check with Business Office for current rate.*