

University of Oregon MILEAGE LOG**College of Education**

A request must be submitted & approved in Concur prior to departing. Employees authorized to use their private vehicles for official business are required to have personal automobile liability insurance to provide the primary coverage for any accidents involving that vehicle. The state does not provide physical damage, uninsured motorist and personal injury protection for personal vehicles. For additional information, contact Risk Management at 541-346-8316. Each driver must complete a driver certification form found at <https://transportation.uoregon.edu/business-travel>

Last Name	First	MI	UO ID#
Home Address	Street	City	Zip
Email Address	Home /Cell Phone		

I certify that this claim is true and correct and that no part has been claimed previously or will be claimed from any other source.

Signature

Date

Term of Supervision

Year: **20** ____☐ Fall☐ Winter☐ Spring☐ Summer**Approved for Payment by the Program Supervisor:**☐ Approved☐ Denied

Signature: _____ Date: _____

Submit expenses for reimbursement at the end of each term in which supervision occurred. Mileage logs should be submitted to the department no later than two (2) weeks after the term ends.

- All miles recorded should be roundtrip, unless otherwise noted in the log. Should combine multi location trips, not roundtrip each.
- It is assumed that the home address listed above is the beginning and ending point of each trip. If you have an official workstation on the UO campus, use UO as the beginning and ending point. Mileage from home or office, whichever is less.
- Use the UO Mileage Chart to report miles from the UO campus to school sites. For destinations beyond those listed on the chart, use Google Maps, Mapquest.com or odometer readings, the preference is to use the mileage tool in Concur.
- UO Mileage Chart and general policies can be found online at: https://ba.uoregon.edu/permalink/uutransportation#sect_uu2303
- If you have any questions, contact COE Finance Support at coefinance@uoregon.edu or 541-346-5595.

DATE	MILEAGE (Roundtrip, unless otherwise noted)	SITE or SCHOOL VISITED and STREET ADDRESS	NAME(S) of INDIVIDUALS THAT YOU MET WITH

Total Miles
(this page only) _____

As of January 1, 2021, the reimbursement rate is \$0.56 cents per mile. Mileage expenses must be for the most direct, usually traveled route, while traveling on official University of Oregon business.

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DATE	MILEAGE (Roundtrip, unless otherwise noted)	SITE or SCHOOL VISITED and STREET ADDRESS	NAME(S) of INDIVIDUALS THAT YOU MET WITH

Total Miles
(this page only) _____ + Total Miles from previous page _____ = _____ Total Miles to be reimbursed

Total Miles
to be reimbursed _____ X \$0.56* = \$ _____ Mileage reimbursement rate total

Comments:

* As of January 1, 2021 the reimbursement rate is \$0.56 cents per mile. This mileage rate is subject to change.