

UCLA Lewis Center Graduate Research Support Program

MILEAGE EXPENSE REPORT FOR PRIVATELY OWNED VEHICLES

Instructions: Use this form to request reimbursement when a privately-owned vehicle is used for the project (e.g., meetings, interviews, etc.). Sign and return the completed form to the Lewis Center (John A. Mathews, 3320F Public Affairs Bldg.)

Name: _____ Date: _____

Student ID _____ Auto license #: _____
 Project ID _____
 (e.g., 92007)

Account No. _____
 (to be completed by Lewis Center)

DATE OF TRIP	UCLA PROJECT PURPOSE OF TRIP	POINT OF ORIGIN	POINT OF DESTINATION	TOTAL MILEAGE

Total Mileage: _____

Total mileage x \$0.55/mile (October 2009 Rate) = Amount Due: _____

I certify that I have auto liability insurance

 SIGNATURE OF CLAIMANT

 ACCOUNTING OFFICE APPROVAL

 LEWIS CENTER APPROVAL