

**For Office Use Only** Staff Initials: \_\_\_\_\_ Completed Date: \_\_\_\_\_  
Travel Authorization # \_\_\_\_\_ Travel Registry # (if Applicable): \_\_\_\_\_ DV# \_\_\_\_\_



THE UNIVERSITY OF ARIZONA  
COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES  
**School of Government  
& Public Policy**

## FACULTY & STAFF REIMBURSEMENT REQUEST

Please place this cover sheet and all required supporting documents in a sealed envelope so items do not get lost/separated.

NAME \_\_\_\_\_ Employee ID# \_\_\_\_\_

### MILEAGE REIMBURSEMENT

*\*The UA uses 'Google Maps' as the official calculations for mileage for reimbursement (\$.445 per mile).\**

*\*Exact addresses for departure and final destination are required.\**

*\*Reimbursement is allowable for mileage OR gas reimbursement, but not both.\**

Date & Address of Departure (if you departed from home, please use this address)

\_\_\_\_\_

Date & Location of Destination

\_\_\_\_\_

Business Purpose for Expense (Conference/ Workshop/ Speaking Invitation)

\_\_\_\_\_

Website hyperlink for Business purpose (Conference/ Workshop/ Speaking Invitation)

\_\_\_\_\_

Account to process payment from (if known) \_\_\_\_\_

#### Supporting Documents Required

- Conference Flyer/ Invitation/ Agenda related to business purpose
- Provide a printed Google Map from the point of departure to the destination (addresses must be noted on Google Printout)

#### Notes for Reimbursement Processer

