The University of Texas at El Paso

Mileage Reimbursement Log

During the course of my duties with the University of Texas at El Paso, I incurred the mileage indicated below.

Date: _____

Employee: _____ **Supervisor:** _____

_____ _____

(Employee signature) *(Supervisor Signature)*

Date	Destination	Beginning Odometer Reading	Ending Odometer Reading	Purpose/ Reason for travel	Mileage	Amount
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
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					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-
					-	-

Effective:	Year	Rate
	Jan 1, 2017	$0.535
	Jan 1, 2018	$0.545

Total Mileage to be Reimbursed 0 - 0

Total Mileage Reimbursement Amount $ -

Revised December 21, 2017