TTUHSC EL PASO EMPLOYEE MILEAGE RECORD

Employee: _____

Position: _____

Department: _____

Campus: _____

Off Campus Locations (CHC): _____

Employee R#: _____

I certify that all expenses claimed on this mileage record are true and correct.

They are related to official state business and furthers the agency's mission.

_____

Employee Signature

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

Effective:	Year	Rate
	Jan 1, 2013	$0.565
	Jan 1, 2014	$0.560

Total Mileage to be Reimbursed -

Total Mileage Reimbursement Amount $ -