

Guam Community College Materials Management, Business & Finance

P.O. Box 23069 Barrigada, GU 96921

Tel: 671-735-5540 ● 5541● 5542

Fax: 671-734-5238

MILEAGE REIMBURSEMENT

Mileage Report of Private Vehicles Use on Official Business

FOR FACULTY: Please refer to ARTICLE VIII – FACULTY WORKLOAD, Page 17, paragraph 2 and ARTICLE X – WORKING CONDITIONS, Page 37, G. GENERAL PROVISIONS, No. 6, A & B.

Employe	e Name (F	Please PRIN	T LEGIBLY)	Department/Division			
Make/Model & License Plate Number of Vehicle				Month/Day/Year			
			MILEAGE	RECORD			
DATE			Purpose	S	STARTING ODOMETER	ENDING ODOMETER	MILES
	То	From		0.	JOWIETER	ODOMETER	
						TOTAL Miles	
Current Rate Per Mile							
Total Reimbursement Requested							\$
I hereby certify that the information contained herein is true and correct. SIGNATURE:							
Employee Program Administrator							