Mileage Reimbursement Instructions

If you are traveling 9+ miles one-way between your school site and UCSC, you may request a fixed amount of reimbursement for your mileage (see the Mileage Reimbursement Plan for more detailed information). To receive this reimbursement, you must:

1. Print your name next to “Traveler’s Name”, sign on the “Traveler Signature” line at the bottom right corner of the Post-Travel Form and give it to Marla immediately. If you do not already have a Post-Travel Form, see Marla.
2. Keep track of your trips using a Cal Teach mileage log throughout the internship, then hand it in to Marla at the end of the quarter.
3. Be sure that you have already completed a Payee Setup Request (204) form.