

Mileage Reimbursement

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” at the top left & sign on the “Traveler Signature” line at the bottom left corner of the Post-Travel Form (attached) and give the form to Marla immediately.
2. Keep track of your trips using the Cal Teach mileage log (attached) throughout the internship, then hand it in to Marla at the end of the quarter. If you carpool, only the driver should claim the mileage for that day.
3. Be sure that you have already completed a Payee Setup Request (204) form.