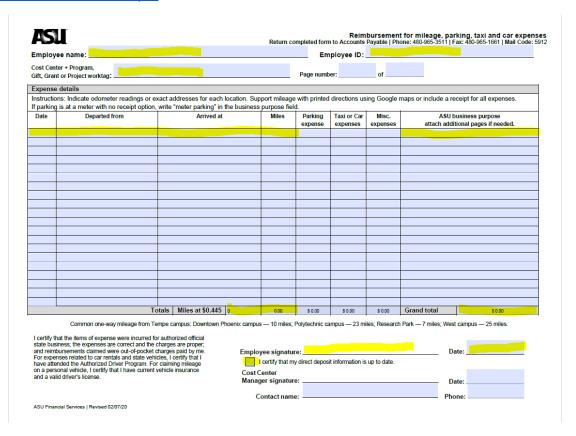
Mileage Reimbursement Process - RA Team

- Mileage reimbursement forms are to be submitted electronically within 30 days of month-end
- Requirements
 - Mileage Reimbursement Form with to/from lines filled out and signed by payee
 - Map of route taken for each journey (google/apple maps screenshots)
 - EmployeeID
 - Confirmation that payee's direct deposit is still active
 - If direct deposit is not active, remit-to address should be included
 - PI budget approval
 - To reduce administrative burden on the PI, submit mileage reimbursements monthly when possible
- Use newest form: https://thesanfordschool.asu.edu/sites/default/files/2021-12/AP-Mileage-Reimbursement-Form.pdf



 Travelers are paid for actual miles traveled from their home or campus, whichever is less, to their travel destination. Only the miles driven in excess of the normal commute are reimbursable