

BROWN UNIVERSITY

Student Activities Organization

MILEAGE REIMBURSEMENT

Brown University Student, _____ (full name of driver/car owner), is applying for mileage reimbursement for their personal vehicle which was used for Brown University travel to a club/organization activity/event.

Student Organization: _____

Club Activity: _____

Date(s) of Travel: _____

Destination to/from Brown University:

_____ (address)

_____ (city)

_____ (state/zip)

Total mileage: _____ at \$0.625 per mile = \$ _____

I, _____ (financial signatory print full name), certify that the information above is complete and accurate and can be charged to:

Raised Funds

Baseline

UFB funds (Supplemental):

(budget category)

(line item)

Please provide proof of mileage and attach (google map directions).

Organization's Financial Signatory

Date

SAO Authorized Signature

Date