VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
MILEAGE CLAIM REIMBURSEMENT

- ☒ Moorpark College
- ☐ Oxnard College
- ☐ Ventura College
- ☐ District Administrative Center

Name of authorized person: Student Name (900# here) Month July 20 18

Address: Student's Home Address, Home City, ST Account #: 811-13XXX-5250-696000

Instructions: Use for reporting mileage while on official District Business only and not in conjunction with other travel expenses.

DATE	LOCATION FROM	LOCATION TO	PURPOSE OF TRAVEL	MILEAGE
Departure date	Moorpark College	Insert exact address	Why did you travel there (e.g., club conference or competition)?	Use Google Maps!
Return date	Insert exact address	Moorpark College	If you carpooled, list who traveled with you:	Return mileage!
			-Student 1 (900- number)	
			-Student 2 (900- number)	
			-Student 3 (900- number)	

Total Miles 0 @ $ .545 / mile = $ 0.00

The undersigned, under the penalty of perjury, states that the above claim and the items as therein set out are true and correct; and the amount therein is justly due.

Signature: _____ Date: _____ 20 ___

Approved: _____ _____

Division Manager/Supervisor College or District Administration

Date _____ Date: _____