



Mileage Justification Form

The purpose of this form is to document mileage claimed when using a personal automobile for a business trip that is in excess of 1,000 miles (round-trip).

Flight Expense (attach quote) \$ _____

Car Rental (attach quote) \$ _____

Parking Expenses (estimate approximate cost) \$ _____

Gas for Car Rental (estimate approximate cost) \$ _____

Other: _____ \$ _____

*Total \$ _____

*The reimbursement is limited to the lesser of this amount or IRS mileage allowance.