

# Mileage Reimbursement Form (2021)

Revised 8/13/2021



TEXAS A&M UNIVERSITY

Division of Research

Please submit this form to be reimbursed for mileage incurred, during **calendar year 2021**, while conducting university business in your personal vehicle. To avoid taxation on reimbursements, requests must be submitted in Concur within 90 days of incurring expenses. A Concur expense report will be created, and you will be notified via email when you can login to submit the Concur report for processing.

Date	Depart Address*	Destination Address & Purpose*	Beginning Odometer	Ending Odometer	Miles Traveled

\*Address can be physical or descriptive

\*\*Effective 01/01/21, rate is \$0.56 per mile

**Total Mileage** \_\_\_\_\_

Mileage Rate\*\* \_\_\_\_\_ \$0.56

**Total Reimbursement** \_\_\_\_\_ \$0.00

**Employee Name:** \_\_\_\_\_

**Employee Sign & Date**

*By my signature, I certify that the above expenses are business related, true, correct and unpaid to the best of my knowledge*

**Supervisor Approval - Sign & Date**

Submit completed form to Business Services at [vpr-business@tamu.edu](mailto:vpr-business@tamu.edu)

**For questions, contact:**

Aimee Curington  
979-458-9815

Jake Loukanis  
979-458-0330

Tiffany Velasquez  
979-845-7366

Linda Thurman  
979-458-8128

Tribbie Grimm  
979-458-8501