

Mileage Reimbursement Form

Revised 12/18/2024



TEXAS A&M UNIVERSITY
Division of Research

Please submit this form to be reimbursed for mileage incurred 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 cannot be to or from home location
HEADQUARTERS ONLY

Total Mileage Total _____

Employee Name: _____

Employee Sign & Date

Supervisor Approval - Sign & Date

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