

Student Pitzer Mileage Form

Mileage Year:

Student Information

Name: _____ Semester: _____

Purpose of Trip (please indicate whether this was for a field trip, internship, etc)

Please follow the instructions below:

- + Provide a map for each trips directions (text only) and upload to google form. You will not need to do this for repeat trips
 - + Miles claimed must match map printout- do not round or estimate
 - + If you are doing round trip mileage, please make sure to double miles when inputting
 - + Trips can be round trip but must begin and end with Pitzer as the starting/end point
- 1050 N Mills Ave, Claremont, CA 91711**

Did you carpool? Please include the names of all students you carpooled with below. If they are not a Pitzer student, please include their email addresses below:

Round Trip (RT) or One way (OW)	Total Miles (double one way trip for round trip)	To	From	Date of Trip
			Pitzer Hall	

Total Miles

Cost of Mileage changes yearly, due to these changes you will only need to account total number of miles you've completed. The CEC Operations Manager will account for total cost at the time of reimbursement request. For future reference, you can find the cost per mileage on our website.