

Southwest Texas Junior College Local (Non-Overnight) Travel Reimbursement Worksheet

Name: _____

For the Month of: _____ (optional)

Mileage Reimbursement: (**See below for standard trip mileage)

Date	To	From	Event	#Miles
			TOTAL MILES	

Personal Auto - # Miles: _____ @ \$ _____ =

To find rate - <http://www.gsa.gov/portal/content/100715>

Other Expenses:

Date	Description (ex: Registration)	Amount
TOTAL OTHER		

TOTAL REIMBURSEMENT: \$ ← Go to Colleague Self Service and enter this amount as Request a Payment in the Financial Information section:

****Some standard mileages:**

- | | |
|--|--|
| Campus round trip Uvalde/Del Rio - 150 miles | Campus round trip Uvalde/Pearsall - 106.5 miles |
| Campus round trip Uvalde/Eagle Pass - 120 miles | Campus round trip Uvalde/Medina Valley - 121 miles |
| Campus round trip Uvalde/Crystal City - 83 miles | Campus round trip Uvalde/Hondo - 80.5 miles |
| Campus round trip Uvalde/Devine - 122 miles | |

If mileage is not listed, click here for Google maps: <https://www.google.com/maps/@31.1689339,-100.0768425,6z?hl=en>