

Date of Travel	Beginning Address	Beginning Odometer	Ending address	Ending Odometer	Miles (Personal Car Only)	Mileage Reimbursement \$.686 p/mile	Purpose of Travel
6/1/2013	2811 NE Holman St Portland, OR		799 6th Ave NE Seattle, WA		150	\$84.75	ABC Conference
6/5/2013	799 6th Ave NE Seattle, WA		2811 NE Holman St Portland, OR		150	\$84.75	ABC Conference
6/9/2013	2811 NE Holman St Portland, OR		2700 J St. NE Portland, OR		0	\$0.00	Site Visit
6/9/2013	2700 J St. NE Portland, OR		2811 NE Holman St Portland, OR		0	\$0.00	Site Visit
6/17/2013	2811 NE Holman St Portland, OR		2700 J St. NE Portland, OR		0	\$0.00	Site Visit
6/17/2013	2700 J St. NE Portland, OR		2811 NE Holman St Portland, OR		0	\$0.00	Site Visit
6/19/2013	2811 NE Holman St Portland, OR	12000	456 C St. Hillsboro, OR	12025	25	\$14.13	Donor Meeting
					0	\$0.00	
					0	\$0.00	
					0	\$0.00	
					0	\$0.00	
Total Reimbursement:						\$183.63	

- **Check Distribution**

- Mark one of the ways in which the check request should be processed

Check Distribution	
Mark One of the following items with an "x"	
US Mail	
Hold In Business Office	
Direct Deposit	XXXX
Other (Describe)	

- **Budget Approvals**

- This area is designated for departmental signatures authorizing the expenditures.
- **If you are allocating expenses to an Organization code that you are not authorized to approve, please include the signature of an individual that is or an email approval from an authorized approver for the Org.**

Budget Approvals	
Originated by:	Rachel Bernadelli
Dept Approval by:	
Budget Approval by:	(Authorized approvers signature)

- **Accounting Distribution**

- Include the Fund, Organization code, Account number, and Program code to which the expense(s) should be allocated
- **If you have multiple items being charged to the same FOAP, DO NOT list each FOAP multiple times. Only list the FOAP once with the total amount being allocated to that FOAP.**

	Fund	Org	Account	Program	Amount
Charge	1	70070	70901	337	\$183.63
Charge					
Charge					
Charge					
Total Mileage Reimbursement					\$ 183.63
Less: Cash Advance					
Check Payment Amount					\$ 183.63