LEWIS & CLARK COLLEGE EDUCATIONAL LEADERSHIP MILEAGE EXPENSE REPORT				
NAME		DATE		
PROGRAM:	School Counseling	nseling Educational Administration		
(All mileage is ca	alculated round-trip from Lewi	s & Clark College. See reverse si	de for additional info.)	
DATE	DESTINATION	NAME OF INTERN (OBSERVATION)	MILEAGE (round trip)	
		request were incurred for Lewis & Clar ent. Expenditures were made in accorda		
Payee Signature				
		mom Ax 3		
Submit form to: Educational Leadership Office		TOTAL MILEAGE (Mileage reimbursement rate is \$0.57 per mile)		

Lewis & Clark College Graduate School of Educ and Counseling MSC 98 0615 SW Palatine Hill Rd Portland, OR 97219

Lewis & Clark College Travel Policy

Use of Personal Vehicles: The College will pay a standard rate of 0.56 cents per mile for official travel by employees using their own vehicles. Mileage is to be based on the most direct route. The College does not reimburse employees for commuting between home and campus. (The college does not cover mileage for meetings on campus, or if your class is scheduled at an off-campus site.)

The mileage rate covers all costs of automobile ownership, operation and maintenance, including insurance. Employees' personal vehicles do not have coverage under the College's insurance policy when used for College business: the owner's insurance represents the only coverage available