

Mileage Submission

- Please include all requested information on the mileage reimbursement form.
- Google Maps must be used to find the mileage between destinations not found on the cheat sheet.
- Email form to Jordan Lee at jordanl@uvu.edu
 - Forms should be submitted no later than the 15th of the month following your last trip to avoid delays in reimbursement and violations from the procurement office.
 - EX: Your last site visit was on March 18th. Your form must be submitted by April 15th.
- The following page contains an example mileage reimbursement form for your reference. If you have any questions, please contact Jordan Lee.
- Inaccurate or incomplete forms will be sent back for resubmission.

| Mileage Cheat Sheet: Orem Campus | | |
|----------------------------------|--------------|----------------|
| High School | District | Total Distance |
| Advanced Learning Center | Nebo | 19.7 Miles |
| American Fork | Alpine | 8.7 Miles |
| American Leadership Academy | Charter | 16.0 Miles |
| Cedar Valley | Alpine | 22.5 Miles |
| Freedom Prep | Charter | 3.7 Miles |
| Lehi | Alpine | 10.6 Miles |
| Lone Peak | Alpine | 10.7 Miles |
| Lumen | Charter | 2.3 Miles |
| Maeser Prep | Charter | 3.4 Miles |
| Maple Mountain | Nebo | 15.3 Miles |
| Mountain View | Alpine | 1.3 Miles |
| North Summit | North Summit | 60.0 Miles |
| Orem | Alpine | 2.0 Miles |
| Park City | Park City | 42.5 Miles |
| Payson | Nebo | 21.2 Miles |
| Pleasant Grove | Alpine | 6.7 Miles |
| Provo | Provo | 3.0 Miles |
| Rockwell | Charter | 18.9 Miles |
| Salem Hills | Nebo | 19.8 Miles |
| Skyridge | Lehi | 14.8 Miles |
| South Summit | South Summit | 43.7 Miles |
| Spanish Fork | Nebo | 13.9 Miles |
| Springville | Nebo | 13.6 Miles |
| Timpanogos | Alpine | 3.8 Miles |
| Timpview | Provo | 3.3 Miles |
| Utah Military Academy | Charter | 15.1 Miles |
| Wasatch | Wasatch | 26.8 Miles |
| Westlake | Alpine | 15.1 Miles |



Mileage Reimbursement Log

| | | | | | |
|----------------|----------------------------------|-------------|----------------------|----------------|---------------------|
| Traveler: | John Doe | Department: | Languages & Cultures | Position: | Associate Professor |
| Place of work: | UVU-Orem | UVU ID: | 12345678 | | |
| Home address: | 123 Main Street, Orem, UT, 84057 | | | Home Phone#: | 801-863-8000 |
| | | | | Total Mileage: | 87 |

| Date | Destinations | School | City | Reason For Travel | Miles | Total Mileage |
|-------|-------------------|---------------------|----------------|-------------------|-------|---------------|
| 10/12 | Starting location | UVU-Orem | Orem | | | 33.4 |
| | Destination 1 | Pleasant Grove High | Pleasant Grove | Site Visit | 6.7 | |
| | Destination 2 | Skyridge | Lehi | Site Visit | 11.9 | |
| | Destination 3 | UVU-Orem | Orem | | 14.8 | |
| | Destination 4 | | | | | |
| | End location | | | | | |
| 10/15 | Starting location | UVU-Orem | Orem | | | 53.6 |
| | Destination 1 | Wasatch High | Heber City | Site Visit | 26.8 | |
| | Destination 2 | UVU-Orem | Orem | | 26.8 | |
| | Destination 3 | | | | | |
| | Destination 4 | | | | | |
| | End location | | | | | |
| | Starting location | | | | | |
| | Destination 1 | | | | | |
| | Destination 2 | | | | | |
| | Destination 3 | | | | | |
| | Destination 4 | | | | | |
| | End location | | | | | |
| | Starting location | | | | | |
| | Destination 1 | | | | | |
| | Destination 2 | | | | | |
| | Destination 3 | | | | | |
| | Destination 4 | | | | | |
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| | Destination 4 | | | | | |
| | End location | | | | | |
| | Starting location | | | | | |
| | Destination 1 | | | | | |
| | Destination 2 | | | | | |
| | Destination 3 | | | | | |
| | Destination 4 | | | | | |
| | End location | | | | | |



Mileage Reimbursement Log

Traveler:
Place of work:
Home address:

Department:
UVU ID:

Position:

Home Phone#:

Total Mileage:

| Date | Destinations | School | City | Reason For Travel | Miles | Total Mileage |
|------|-------------------|--------|------|-------------------|-------|---------------|
| | Starting location | | | | | |
| | Destination 1 | | | | | |
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| | Destination 3 | | | | | |
| | Destination 4 | | | | | |
| | End location | | | | | |
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| | Destination 2 | | | | | |
| | Destination 3 | | | | | |
| | Destination 4 | | | | | |
| | End location | | | | | |