



TRAVEL (MILEAGE) LOG REIMBURSEMENT REQUEST

PRTM Leisure Skills Summer Scholars OLLI

Name: _____ Email: _____ EMPLID: _____

Home Address: _____

Office Location: Clemson University Campus
Other office address: _____

DEPARTURE		RETURN		DESTINATION City or Town	DUTIES PERFORMED Instruction, site visit, etc.	TOLLS	MILES
DATE	TIME	DATE	TIME				
TOTAL FOR EACH COLUMN							
2022 IRS Mileage Rate is: \$.585 per mile							

Account Type: _____ Project Number: _____

Comments: _____

Requester: _____

Chair/Director: _____

Business Office: _____

PI: _____