

Mileage Submission

- Please include all requested information on the mileage reimbursement form.
- Mileage should always be calculated from Orem campus to high schools and back
- Google Maps must be used to find the mileage between schools not found on the cheat sheet.
- Email form to Taylor Myers at taylor.myers@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					
	End location					
	Starting location					
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	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					
	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					
	Destination 2					
	Destination 3					
	Destination 4					
	End location					
	Starting location					
	Destination 1					
	Destination 2					
	Destination 3					
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