Wharton County Junior College
911 Boling Highway
Wharton, Texas 77488

Revised 09-01-19

Instructional Travel Form – Monthly Mileage Report (Policy DEE) MONTH _____ YEAR__

Name:					Date:	
Address: City _____ State _____ Zip _____					Banner ID: @	
Dept: _____	(check one) Full-Time☐ Part-Time☐			(check one) Campus Mail ☐ Mail to home☐		
		A	B	C	D	
Date	Description of route Origin (residence)→Destination 1→Destination 2…→Final Destination (residence)	Actual Daily Mileage From Origin to Final Destination	Deduction: RT mileage from Residence to Home Office or 50 miles for PT faculty	Daily reimbursable mileage (A minus B)	Parking - Receipt Required	Purpose
Total Reimbursable Mileage for Month =				0		
Mileage Rate				.56		
Totals				$ 0.00	$ 0.00	
Total Reimbursement					$ 0.00	Budget Account Number

Requestor's signature _____ Date_____

Supervisor's signature _____ Date_____

Vice President /Dean signature _____ Date_____

*effective 08/18/2021