The Five Colleges of Ohio

Travel Expense Form

Complete this OH5 Travel Expense Form to request reimbursement for necessary and reasonable mileage/travel expenses incurred while transacting the affairs of OH5. This form reflects the updated mileage rate for travel **JULY 1, 2022 and after**. Submit the completed form and each receipt/documentation to accounting@ohio5.org within 30 days of the incurred expenses. Please list each trip/receipt on a separate line.

Name: Date:

Address Line 1: Email:

Address Line 2:

City: State: Zip: 2022 Mileage Reimbursement Rate (per mile): $0.625

Date	Destination	Business Purpose	Personal Auto Mileage	Mileage Reimbursement	Airfare, Taxi, Bus, Train, Auto Rental	Lodging	Meals (list each receipt on a separate line)	Other Enter amount here and explain below	Total
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
				$ 0.00					$ 0.00
Totals			0.0	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Explanation of Other Expenses / Comments:

I certify that the expenses incurred are accurate and necessary for official OH5 business:

Traveler's Signature Date