

Example of properly completed mileage reimbursement request

TRV-1
(Rev. 2/16)

The University of North Carolina at Greensboro
Travel Authorization/Expense Report

Shaded GRAY areas are for AP use only

TRAVEL AUTHORIZATION

Traveler's Name: Abcdef Ghijklmnop	Univ. ID#: 888 88 8888	UNCG EMPLOYEE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Contact Tel. No: 919-919-9191	Date Filed: 6/10/2016
Address Code&Address: 123 Anywhere Street	Are you a student? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Citizenship status: (Choose one) <input checked="" type="checkbox"/> US Citizen <input type="checkbox"/> Legal Permanent Resident <input type="checkbox"/> Non-Resident Alien-Attach NRA001 w/req docs		
Destination: Local Schools	Description: <input checked="" type="checkbox"/> Official State Business <input type="checkbox"/> Academic Credit OR <input type="checkbox"/> Student Activity	Estimated Cost of Trip: \$200.00		

Period Covered by this Voucher
 Leave Date: 4/1/2016 Time Left: AM Return Date: 4/30/2016 Time Returned: PM

I have read and understand the University Travel Policies. (Travel Policies)
 I understand my responsibility as a traveler for the University. In the event a travel advance is issued to me, I have read and understand the Travel Advance Loans Policy. (Travel - Policy 9) If I fail to repay the travel advance loan, I agree that the University may deduct the amount of the advance from the next salary check due to me.

I have read, understand, and approve this travel, including the amount to be advanced. I approve lodging, registration fee and meals (for out of country travel only) in excess of the allowed rate, use of personal vehicle and/or airport parking for the trip described above as a necessary University expense. The student travel listed above is in accordance with University Travel Policy 8, and is approved to be paid from Fund #: _____ .
 (Cross out any above phrases that are not approved)

REMEMBER TO SUBMIT MONTHLY!

on file

Traveler's Signature _____ Date _____ Supervisor's/Dean's or Authorizing Signature(s) _____ Date _____

TRAVEL ADVANCE LOAN/PAYMENT TO VENDOR PRIOR TO TRIP

Fund:	Payment to Vendor Prior to Trip (attach original invoices):
Advance Loan Requested:\$ _____	\$ _____
(Loan to Traveler)	(Vendor Name) Air Acct Code Registration Acct Code

DOCUMENT NUMBER: MULTIPLE <input type="checkbox"/>	Invoice Date: (MMDDCCYY)	Transaction Date:	Bank	CM	Due Date:
VENDOR NUMBER:	Document #:				

REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD

Transportation:	Reimbursable Amounts (To be paid)	In-State	Out-of-State	Out-of-Country	Non-Employee	PCard	
						TXN No.	Amount
Air Transportation (attach receipt unless paid in advance)	=	223010	223020	223030	223220		
Bus/Rail Transportation	=	223040	223050	223060	223220		
Mileage 48.8 x 54¢ 75 miles or less	= 26.35	223040	223050	223060	223220		
Mileage 291.2 x 34¢ More than 75 miles	= 99.01	223040	223050	223060	223220		
Rental Car / Taxi : (attach receipt)	=	223040	223050	223060	223220		
Subsistence:							
Hotel nights @	= 0.00	223110	223120	223130	223320		
Breakfast meals @	=						
Lunch meals @	=						
Dinner meals @	=						
Total Meals =	0.00	223140	223150	223160	223320		
Other:							
Registration (attach receipt/proof of payment unless paid in advance)	=	234510	234520	234530	223320		
Other (attach explanation or use back of form)	= 0.00	223170	223180	223190	223320		
COA	Index/Fund Number(s)	Fund Initials	Amt. Reimbursed	PCard Not Used - Fund Initials			
G				Comments:			
Total Travel Expenses to be Reimbursed:			125.36				
Entertainment (Attach receipt on reverse side. Describe who was entertained & business purposes of entertainment.)							
Non-State Fund to Charge for Entertainment			-221322				
Entertainment -Fund Holder's Initials							
Less Travel Advance Loan Received:							
Total Due Traveler/(UNCG):			125.36				

Under penalties of perjury I certify this is a true and accurate statement of my citizenship and of the lodging, expenses and allowances incurred in the services of the State.

I have examined this reimbursement request and certify that it is just, necessary and reasonable, and in compliance with University policies.

Abcdef Ghijklmnop

Traveler's Signature _____ Date _____ Supervisor's or Dean's Signature _____ Date _____

TRV-1 Form completed by:

 Print Name _____ Tel. No. _____

MILEAGE CHART - AREA SCHOOLS

PLEASE SEE TABS ON BOTTOM OF WORKBOOK TO USE THE TRAVEL LOG

Rountrip travel from UNCG (1300 Spring Garden Street)

Revised 6/10/2016

Confirm mileage figures at: <http://soe.uncg.edu/academics/departments/tehe/tehe-resources/tehe-travel-documentation/>

RT Miles	School Placement	School Address	School City/State/Zip	District
15.8	Alamance EL	3600 Williams Dairy Rd	Greensboro, NC 27406	Guilford
8.4	Alderman EL	4211 Chateau Drive	Greensboro NC 27407	Guilford
27	Andrews HS	1920 McGuinn Dr	High Point, NC 27265	Guilford
6.8	Archer EL	2610 Four Seasons Boulevard	Greensboro, NC 27407	Guilford
30.6	Archdale EL	207 Trindale Road	Archdale, NC 27263	Randolph
55.8	Asheboro HS	1221 S Park St	Asheboro, NC 27203	Asheboro City
46.2	Balfour EL	2097 N Asheboro School Rd	Asheboro, NC 27203	Asheboro City
15.6	Brightwood EL	2001 Brightwood School Rd	Greensboro, NC 27405	Guilford
30	Brown Summit Middle School	4720 E NC Highway 150	Browns Summit, NC 27214	Guilford
35.8	Caleb's Creek EL	1	nersville, NC 27284	Forsyth
40.8	Cash EL	4	nersville, NC 27284	Forsyth
146.4	Cedar Ridge Elementary School	7	gap, NC 27025	Surry
85.8	Cedar Ridge High School	1	borough, NC 27278	Orange
78	Central Davidson HS	2	ington, NC 27292	Davidson
74.6	Chatham MS	2	r City, NC 27344	Chatham
0	Child Care Education Program	U	ensboro, NC 27402	Private
10.6	Claxton EL	3	ensboro, NC 27410	Guilford
24.6	Colfax EL	9	fax, NC 27235	Guilford
10.6	Cornerstone Charter Academy	2535 New Garden Road East	Greensboro NC 27455	Guilford
108	Davie EL	3437 US Hwy 601 North	Mocksville, NC 27028	Davie
56.8	Diggs-Latham EL	968 Hutton Street	Winston-Salem, NC 27101	Forsyth
142.4	Dobson Elementary School	400 West Atkins Street	Dobson, NC 27017	Surry
6	Dudley HS	1200 Lincoln St	Greensboro, NC 27401	Guilford
47.4	Early Childhood Development Center	1738 N Fayetteville St	Asheboro, NC 27203	Asheboro City
48.8	East Davidson HS	1408 Lake Rd	Thomasville, NC 27360	Davidson
46.2	East Forsyth HS	2500 W Mountain St	Kernersville, NC 27284	Forsyth
41.2	East Forsyth MS	810 Bagley Rd	Kernersville, NC 27284	Forsyth
66.8	Eastern Alamance HS	4040 Mebane Rogers Rd	Mebane, NC 27302	Alamance-Burlington
28.4	Eastern Guilford HS	415 Peeden Dr	Gibsonville, NC 27249	Guilford
28.6	Eastern Guilford MS	435 Peeden Dr	Gibsonville, NC 27249	Guilford
11.8	Erwin Montessori	3012 E Bessemer Ave	Greensboro, NC 27405	Guilford
10.6	Falkener EL	3931 Naco Rd	Greensboro, NC 27401	Guilford
108.2	Fall Creek EL	2720 Smithtown Rd	East Bend, NC 27018	Yadkin
153.4	Farmington Woods EL	1413 Hampton Valley Rd	Cary, NC 27511	Wake
21.4	Florence EL	7605 Florence School Rd	High Point, NC 27265	Guilford
37.8	Forbush HS	1525 Falcon Rd	East Bend, NC 27018	Yadkin
53	Forest Park EL	2019 Milford St	Winston-Salem, NC 27107	Forsyth
4.6	Foust Elementary School	2610 Floyd St	Greensboro, NC 27406	Guilford
129.6	Franklin Elementary School	519 South Franklin Road	Mount Airy, NC 27030	Surry
13.6	Gateway Education Center	3205 E. Wendover Avenue	Greensboro NC 27405	Guilford
12.4	GCS Exceptional Children's Program	411 Friendway Rd	Greensboro, NC 27401	Guilford
7.4	General Greene EL	1501 Benjamin Parkway	Greensboro, NC 27408	Guilford
38.6	Glenn HS	1600 Union Cross Rd	Kernersville, NC 27284	Forsyth
117.8	Goldston Blvd Head Start	717 Goldston Blvd	Sanford, NC 27330	Lee
1.6	Greensboro College Middle College	815 W Market St	Greensboro, NC 27401	Guilford
13.2	Greensboro Day	5401 Lawndale Dr	Greensboro, NC 27455	Private
3.6	Grimsley HS	801 Westover Terrace	Greensboro, NC 27408	Guilford
11.6	Guilford MS	401 College Rd	Greensboro, NC 27410	Guilford
16.6	Guilford Technical CC Early College	601 E Main St.	Jamestown, NC	Guilford
45.6	Hall-Woodward EL	125 Nicholson Rd.	Winston-Salem, NC 27107	Forsyth
7.4	Hampton	2301 Trade Street	Greensboro NC 27401	Guilford
41	Hasty EL	325 Hasty School Rd	Thomasville, NC 27360	Davidson
21.4	Haynes-Inman Alternative School	200 Haynes Road	Jamestown, NC 27282	Guilford
17	Henderson Newcomers School	411 Friendway School	Greensboro, NC 27410	Guilford
33.2	High Point Central HS	801 Ferndale Blvd	High Point, NC 27262	Guilford
77.4	Holmes MS	211 N Pierce St	Eden, NC 27288	Rockingham
39.4	Hopewell EL	6294 Welborn Road	Trinity, NC 27370	Randolph
6	Hunter EL	1305 Merritt Dr	Greensboro, NC 27407	Guilford

Please highlight schools visited

116.6	Pilot Mountain Elementary School	543 Old Westfield Road	Pilot Mountain, NC 27041	Surry
39.2	Piney Grove EL	1500 Piney Grove Rd	Kernersville, NC 27284	Forsyth
14.8	Piney Lake Facility	4016 Blumenthal Road	Greensboro, NC 27406	Guilford
21.6	Pleasant Garden EL	4833 Pleasant Garden Rd	Pleasant Garden, NC 27313	Guilford
61.2	Quality Education Academy	5012 Lansing Drive	Winston Salem, NC 27105	Forsyth
20	Ragsdale HS	602 High Point Rd	Jamestown, NC 27282	Guilford
36.4	Randleman HS	4396 Tigers Den Rd	Randleman, NC 27317	Randolph
13.4	Rankin EL	3301 Summit Ave	Greensboro, NC 27405	Guilford
48.8	Ray St Complex	609 Ray St	Graham, NC 27253	Alamance-Burlington
27.4	Reedy Fork EL	4571 Reedy Fork Parkway	Greensboro, NC 27405	Guilford
133.8	Rockford Elementary School	719 Rockford Road	Dobson, NC 27017	Surry
55.4	Rockingham County Early College HS	215 Wrenn Memorial Road	Wentworth, NC 27375	Rockingham
60.2	Rockingham County HS	180 High School Rd	Reidsville, NC 27320	Rockingham
110.4	Rogers-Herr MS	911 W Cornwallis Rd	Durham, NC 27707	Durham Public
103.2	Salisbury HS	500 Lincolnton Road	Salisbury, NC 28144	Rowan-Salisbury
25.6	Sedalia EL	6120 Burlington Rd	Gibsonville, NC 27249	Guilford
9	Sedgefield EL	2905 Groometown Road	Greensboro, NC 27407	Guilford
40.6	Sedge Garden EL	475 Sedge Garden Road.	Kernersville, NC 27284	Forsyth
190.2	Seventy-First HS	6764 Raeford Rd	Fayetteville, NC 28304	Cumberland
68.2	Siler City EL	671 Ellington Road	Siler City, NC 27344	Chatham
77.2	Silk Hope EL	7945 Silk Hope Gum Springs Rd	Siler City, NC 27344	Chatham
39.8	Smith EL	2235 Delaney Dr	Burlington, NC 27215	Alamance-Burlington
6.8	Smith HS	2407 S Holden Rd	Greensboro, NC 27407	Guilford
38.5	Southeast Forsyth MS	1200 Old Salem Road	Kernersville, NC 27284	Forsyth
22.4	Southeast Guilford HS	4530 Southeast School Rd	Greensboro, NC 27406	Guilford
22.6	Southeast Guilford MS	4825 Woody Mill Rd	Greensboro, NC 27406	Guilford
55.2	Southern Alamance MS	771 Southern High School Rd	Graham, NC 27253	Alamance-Burlington
18.4	Southern EL	5720 Drake Rd	Greensboro, NC 27406	Guilford
18.6	Southern Guilford HS	5700 Drake Rd	Greensboro, NC 27406	Guilford
28	Southwest Guilford EL	4372 Southwest School Rd	High Point, NC 27265	Guilford
28.4	Southwest Guilford HS	4364 Barrow Rd	High Point, NC 27265	Guilford
28	Southwest Guilford MS	4368 Barrow Rd	High Point, NC 27265	Guilford
66.4	Southwestern Randolph HS	1641 Hopewell Friends Rd.	Asheboro, NC 27205	Randolph
7.2	Sternberger EL	518 N. Holden Road	Greensboro, NC 27410	Guilford
23.2	Summerfield EL	7501 Summerfield Rd	Summerfield, NC 27358	Guilford
70.8	Tabernacle EL	4901 Tabernacle School Rd	Asheboro, NC 27205	Randolph
59.2	Teachey EL	294 Newbern Ave	Asheboro, NC 27205	Asheboro City
40.6	Thomasville HS	410 Unity St	Thomasville, NC 27360	Thomasville City
44.2	Thomasville Primary	915 E Sunrise Ave	Thomasville, NC 27360	Thomasville City
8	Triad Math and Science Academy	700 Creek Ridge Road	Greensboro NC 27406	Guilford
26.4	Triangle Lake Montessori EL	2401 Triangle Lake Rd.	High Point, NC 27260	Guilford
30.6	Trindale EL	400 Balfour Dr	Archdale, NC 27263	Randolph
33.6	Trinity Elementary School	5457 Braxton Craven Road	Trinity, NC 27370	Randolph
44.8	Turrentine MS	1710 Edgewood Ave	Burlington, NC 27215	Alamance-Burlington
41.4	Union Cross EL	4300 High Point Rd	Kernersville, NC 27284	Guilford
3.8	Weaver Academy	300 S Spring St	Greensboro, NC 27401	Guilford
47	Walkertown EL	2971 Main Street	Walkertown, NC 27051	Forsyth
27.4	Wellborn Academy Science/Technology	1710 McGuinn Dr.	High Point, NC 27265	Guilford
183.2	Wendell MS	3409 NC 97 Highway	Wendell, NC 27591	Wake
75	West Forsyth HS	1735 Lewisville-Clemmons Rd	Clemmons, NC 27012	Forsyth
46.6	Western Alamance HS	1731 North NC 87	Elon, NC 27244	Alamance-Burlington
12.4	Western Guilford HS	409 Friendway Rd	Greensboro, NC 27410	Guilford
4.4	Wiley EL	600 W. Terrell Street	Greensboro NC 27406	Guilford
43.6	Williams HS	1307 S Church St	Burlington, NC 27215	Alamance-Burlington
66.1	*UNCG to Sedalia EL to Hopewell EL to Trindale EL to UNCG			Various
58	*UNCG to Hall Woodward EL to Diggs Latham EL to UNCG			Various
59.1	*UNCG to Union Cross EL to Diggs Latham EL to UNCG			Various