 Mileage Reimbursement Checklist

1. I have read and understood the **Certification area**.
2. All documents and forms are turned in **within 60 days** of travel, ideally within 30 days.
3. All forms are filled out in their entirety.
4. **Banner Org** (department or project incurring the cost) is listed on form.
5. There is a date on the voucher.
6. The date is entered correctly (MM/DD/YY or MM/DD/YYYY).
7. I provided my primary work location.
8. If this is Overnight travel, there is a **travel authorization number (RR#)** on the form.
9. I listed the trip as taken with the correct starting and ending locations which is either from home or from primary work.
10. I **subtracted** normal commuting mileage when starting from or returning to my home address unless I have attached my exempt form.
11. I am attaching **proof of mileage** using MapQuest, Rand McNally, or Google Maps.
12. I have attached receipts for any parking or other costs exceeding $25.
13. My forms have **three unique original, ink signatures OR I used ADOBE sign and included the audit page.**
14. If the form is showing “update” in the mileage rate, I will download a new form from RRCC.edu Travel page to ensure I am using the correct reimbursement rate. The form is updated every 6 months in January and July.