

DIRECTIONS: SUBMITTING MILEAGE TO OFE

Mileage Submitted Past 60 Days is Taxable

UICs must submit mileage every month to be reimbursed. This policy is to keep mileage from being taxed. All mileage submitted 60 days or after the travel date is taxable.

Filling Out the Spreadsheet

1. Fill in the fields at the top of the spreadsheet. If you received a personalized spreadsheet, make sure all of the information is correct. Enter your **home address** for your official work station.

Mileage Report			
Name: Jane Smith			
W00000000			
Mileage for the Supervision of student interns for WWU OFE.			
Official Work Station (Home Address): 123 UIC Lane, Bellingham, WA 98225			

2. Save a new copy of the spreadsheet to your computer with the following naming convention: Last Name.Month.Year

File name:

Save as type:

Authors: Tags: [Add a tag](#)

Save Thumbnail

Save Cancel

3. Complete the spreadsheet by entering the following travel information:
 - a. Date of travel
 - b. Where you traveled from
 - c. Where you traveled to
 - i. Indicate round trip (RT) or one way (OW)
 - ii. Include the name of the school and the city. These can be shortened as long as they make sense (example: "Bellingham HS"), but do not use acronyms (example: "BHS").
 - iii. Use this field for any related transit expenses, such as ferry tickets. Enter the cost and "receipt attached". Please attach a scan of any receipts when you submit your mileage.

Date	From	To (Name of School & City)	RT: Round Trip / OW: One Way
5/1/2017	Work Station	RT Roosevelt HS, Seattle	
5/1/2017	Work Station	OW Horizon MS, Ferndale	
5/7/2017	Work Station	Ferry/Toll to Seattle - \$16 (receipt attached)	
5/12/2017	Work Station	RT Roosevelt Elem to Cordata Elem to Custer Elem	

Save your spreadsheet and submit it to ofe@wwu.edu as an attachment. Please contact us with any questions at 360-650-3310 or ofe@wwu.edu.