

DIRECTIONS: SUBMITTING MILEAGE TO OFE

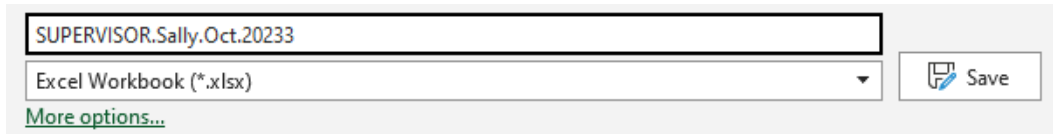
Mileage Submitted Past 60 Days is Taxable

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

OFE now offers a fillable PDF or Excel mileage tracker. Either format will work for all UICs however the PDF version is preferable for 10 or fewer trips per month. The Excel version is easily expandable for those with more numerous trips.

Filling Out the Spreadsheet

1. Save a new copy of the PDF or Excel tracker to your computer with the following naming convention: LAST NAME.First name.Month.Year



2. Fill in the fields at the top. If you received a personalized tracker, make sure all of the information is correct. Enter your **home address** as your **official work station** unless you are a contracted on-campus employee.

Mileage Report	
Mileage for the Supervision of student interns for WWU OFE	
W#	UIC Name
W123456789	Sally Supervisor
Month	WWU Official Workstation Address
October	WWU, 515 High St, Bellingham

3. Complete the tracker by entering the following travel information:
 - a. Date of travel
 - b. Where you traveled from, usually your home/work station
 - c. Where you traveled to
 - i. Indicate Round Trip or One Way
 - ii. Include the name of the school and the city such as "Excelsior HS, Bremerton" or "Regalia Elem, Elensburg."
 - iii. There is no need to list miles traveled, OFE will calculate the distances.
 - iv. Use the final 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.

Trips				
Date	From	To	RT/OW	Receipts-Comments
1/1/2023	Home	Kahoots HS, Puyallup	One Way	
1/5/2023	Home	Paradigm MS, Marysville	Round Trip	
1/5/2023	Paradigm MS, Marysville	Fragois Elem, Everett	One Way	ferry receipt attached \$17.60

Save your Tracker and submit to gegenhm@wwu.edu as an attachment.