

### Outdoors at UVa Gasoline Reimbursal Form

On my honor I hereby attest that I drove \_\_\_\_ miles on \_\_\_\_\_(date) for travel to \_\_\_\_\_. Outdoors at UVa reimbursed me the amount shown below for gasoline, which is not more than 15 cents per mile.

Printed Name	Signature	Actual Cost of Gas	Extra 30%

**Total Actual Gas Cost:**      **Total Extra:**

\$ \_\_\_\_\_ + \$ \_\_\_\_\_

Instructions for the leader: To calculate the amount to reimburse:

- Have the drivers fill up before and after the trip (must be same day as the end of the trip), and reimburse them the exact amount they spent.
- Trip leader must carry a checkbook or extra cash to pay drivers the extra 30%. Please do not refer drivers to the officers to get reimbursed for the extra 30%.
- Extra 30% is capped at a maximum of \$10 per vehicle, can be rounded to the nearest dollar, and does not apply for rental vehicles.

You must ensure the actual gas cost does not exceed 15 cents per mile.

**In order to be reimbursed, all receipts must be turned in within 60 days of the trip!**

Trip Leader: \_\_\_\_\_