

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:

- For actual gas cost: multiply the mileage by 10 cents per mile and round up to a convenient amount to give the drivers (say, to the nearest 50 cents or dollar),
- **OR** have the drivers fill up before and after driving, and reimburse them the exact amount they spent. This is preferable over the flat 10 cents per mile rate.
- 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: _____