Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_ Direct Deposit set up?

**Mileage (all driving begins at and returns to Pomona College & attach a Google Map or MapQuest map):**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Destination | Reason for Travel | Round-trip Miles  |
|  |  |  PPA195 Internship |  |
|  |  | PPA195 Internship |  |
|  |  | PPA195 Internship |  |
|  |  | PPA195 Internship |  |
|  |  | PPA195 Internship |  |
|  |  | PPA195 Internship |  |
|  |  | PPA195 Internship |  |
|  |  | Total Miles |  |

(Multiply total miles by 62.5 cents per mile to determine reimbursement amount.) Sub-total, **Mileage** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other expenses such as Metrolink, bus, parking** (**attach all receipts**):

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Type of Expense | Reason for Expense | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 Subtotal, **Other Expense** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Total request** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Your printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PPA Authorization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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