

Lewis & Clark College  
Office of Student Activities

## Student Organization Driver Expense Reimbursement Worksheet

*Drivers\* please use this form to track information required for reimbursement. This form must be completely filled out before it is submitted for reimbursement with the Student Organization Expense Reimbursement Form.*

Name \_\_\_\_\_ L&C ID# \_\_\_\_\_

L&C Email \_\_\_\_\_ Phone# \_\_\_\_\_

Student Organization \_\_\_\_\_

Date of Trip \_\_\_\_\_ Number of Passengers \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Name of Passenger(s) \_\_\_\_\_

Origin (exact address) \_\_\_\_\_

Destination (exact address) \_\_\_\_\_

Total miles (round-trip) driven \_\_\_\_\_ Miles Driven x \$.58<sup>†</sup> per mile = \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**• This form must be submitted to ASLC Treasurer attached to the Student Organization Expense Reimbursement Form.**

- All drivers who are traveling in personal, college, or rented vehicles must have current [Driver's Training Clearance](#) through the Risk Manager in Facilities Services.
- Use of personal vehicles is not recommended when transporting college students or employees because it exposes the owner to serious financial loss in the event of an accident. If a personal vehicle is used for College business, the driver's personal automobile insurance is primary in the event of an accident (i.e. claims filed are first the responsibility of the driver's policy). In the event of an accident involving passengers who are college students or employees, a copy of the accident report (or other notification) should be submitted to the Risk Manager in Facilities Services immediately.
- Gas, auto insurance, or other personal vehicle related expenses are not reimbursable.
- Mileage incurred in personal vehicles on college business may be reimbursed at the rate set by the Business Office. The Business Office rate (54 cents per mile) is based on the [Internal Revenue Service 2019 Standard Mileage Rate](#) (58 cents per mile).
- Mileage is based on the most direct route. The college does not reimburse for commuting between home and campus. If traveling in personal vehicles is required, college representatives are expected to carpool when traveling offsite to reduce incurred expenses.
- Mileage reimbursement description shall include (see above):
  - Location of origination, destination, and calculated mileage distance
  - Date and purpose of related event/meeting

\* All drivers must have current [Driver's Training and Clearance](#) through the Risk Manager in Facilities Services.

† [Internal Revenue Service 2019 Standard Mileage Rate](#)