**Lehigh University 2023 OneCard Mileage Log**

Use this form to summarize multiple trips for a common business purposes

Name:

Mileage for the period      to      for purpose of

* Enter the above in the “Description” field of the Wells Fargo “Out-of-pocket Expenses” tab (don’t use symbols or punctuation marks).
* **Enter within 30 days of travel.**
* Submit this form as your receipt within WellsOne Expense Manager.
* Reimbursement for traveling from home to work or return is unallowable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date  (Fill In) | Date  (or Enter) | Destination | Number of Auto Miles Driven | 2022 Mileage Rate | Reimbursement |
| Click here to enter a date. | /  / |  |  | .655 | 0.00 |
| Click here to enter a date. | /  / |  |  | .655 | 0.00 |
| Click here to enter a date. | /  / |  |  | .655 | 0.00 |
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| Click here to enter a date. | /  / |  |  | .655 | 0.00 |
| Total: Enter in “Amount” field of Wells Fargo “Out-of-pocket Expenses” tab | | | | | $ 0.00 |