OFFICE OF THE CONTROLLER
ACCOUNTS PAYABLE
5000 North Willamette Boulevard
Portland, Oregon 97203-5798
(503) 943-7171 / Fax: (503) 943-7433
accounts_payable@up.edu

University of Portland

Business Mileage Log (for personal vehicles only)

For: _____
NAME

Date	Destination (City or Area)	Business Purpose (including who, what for)	Miles
		Total Miles	

TOTAL MILES _____ @ _____ = $_____
MILEAGE RATE*

*Mileage rate is subject to change — please refer to up.edu/controller for current mileage rates

Attach this mileage log to the "Payment & Reimbursement" form and submit for approval.