

# FI 40

## Mileage reimbursement



division of  
**Finance**

This form can only be used for mileage associated with one coding string. Fill out a new form for each coding string.

[Clear form](#)

### Employee information

Name

Employee number

### Department information

Department name

Department code

### Mileage

If you need more lines, use an excel spreadsheet and send it with this form.

Date	Business purpose	From location	To location	Miles	Rate	Amount
<i>mm/dd/yyyy</i>	<i>Explain why you drove to this location</i>	<i>City, State</i>	<i>City, State</i>	<i>10</i>	<i>\$0.46</i>	<i>\$4.60</i>
Total						

#### To get help, contact us:

[finance.utah.gov](https://finance.utah.gov)

801-957-7780

Submit a ticket to our  
[help desk](#)

## Accounting information

Only select 6004 if you have an approved exception from the GovOps Division of Finance or if your agency isn't required to follow the Division of Finance's travel policy.

### Object code

☐ 6002 (state mileage rate for in-state travel)

☐ 6004 (high mileage rate for in-state travel)

Fund	Dept	Unit	Appr	Activity	Function	Object	Program	Phase	Amount

## Employee signature

I have attached documentation from a generally accepted route planning website of the number of miles claimed.  
I haven't received and won't receive reimbursement from another source. I certify this mileage was for official business.

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

## Approval

I reviewed and approve this mileage reimbursement.

### Budget officer

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### Supervisor

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### Division director

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_