



WV Stream Partners Program

Mileage Reimbursement



Mileage reimbursement is at the West Virginia state rate and is subject to change, before completing the form look it up at:
<http://www.state.wv.us/admin/purchase/travel/mileage.html>

Name of traveler: _____

(Signature)

Organization: _____

Purpose of travel: _____

(Date submitted)

Date		City/State	Project or Event	Miles	Rate	Total
	To					
	From					
	To					
	From					
	To					
	From					
	To					
	From					
	To					
	From					
	To					
	From					

Reimbursement method: _____ Total amount paid: _____
(check #, direct deposit, etc.)

Approved by (name/title) _____
(Watershed Group Officer)

Mileage reimbursement must correlate with an approved Stream Partners budget line item. For reporting purposes, this form must be accompanied by a canceled check, bank statement or other proof of payment.