



Reimbursement for mileage, parking or rideshare expenses

Instructions: Support mileage with printed directions using Google Maps or include a receipt for all incurred expenses. If parking was at a meter with no receipt option, write "meter parking" in the ASU business purpose field. Once completed, please attach this form to the expense report in Workday. Call 480-965-3511 or [email Accounts Payable](#) for more information.

Payee name: _____ **Email address:** _____

Mailing address: _____ **Phone number:** _____

Date	Departed from	Arrived at	Miles	Parking expense	Car or rideshare expenses	ASU business purpose. Attach additional pages if needed.	
Totals:		Miles at \$0.67		\$	\$	Grand total:	\$

Common one-way mileage from the Tempe campus: Downtown Phoenix and Thunderbird campuses — 10 miles; Polytechnic campus — 23 miles; Research Park — 8 miles; West Valley campus — 25 miles.

Optional department information

Departmental approval

Worktags