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| Employee Name |  |
| Vehicle Description |  |
| Event Description |  |
| Date |  |
| Authorized Signature |  |

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| Commute Miles – Home to WPG Round Trip (Enter only if traveling directly from home) |  |
| Total Miles Traveled |  |
| Total Event Related Miles (Non-commute) |  |
| Reimbursement Rate per Mile |  |
| Total Reimbursement |  |

 |
| 2013 Mileage rate is 57.50 cents per mile for business miles driven: of that amount, depreciation is 24 cents per mile. WPG does not reimburse for depreciation.Please provide documentation listing event attended and documentation showing miles traveled to/from event.If you travel to an event from home, the reimbursement will be any additional miles required to be traveled in excess of miles you normally commute to and from work. (Because of this please provide documentation showing miles from home to WPG round trip if this is your first request.)Please return all forms the last Friday of the month all reimbursements will be returned within the first two weeks of the next month. |