

Input a complete origin and destination address as shown in the example below. If the destination does not have a specific address, please indicate the nearest intersection and explain in the AggieExpense comments section.

Traveler Name:					Month:		
Date	Origin		Destination		Busin	ess Purpose	Distance
01/01/2022	UC Davis One Shields Ave Davis, CA 95616	100 Pine S	General of Irelan treet, Suite 3350 sco, CA 94111		Round trip meeting t	p for academic o propose new n on international	140
Directions:			alact the mile			Total Miles	
Complete fields, select mileage rate, then print to							
PDF to ensure proper formatting when uploaded to AggieExpense. Enter amount calculated in AggieExpense. Attach PDF to AggieExpense.			Standard \$0.70/mile Relocation \$0.22/mile			Enter this amount in AggieExpense:	
			Volunteer	\$0.14		r -	
	Sarchardense.		Medical	\$0.16			

For help printing to a PDF, visit https://acrobat.adobe.com/us/en/acrobat/how-to/print-to-pdf.html Questions? Contact the Travel Help Desk at <u>expensehelp@ucdavis.edu</u> Form Ver. MIL.1.2025