

California State University, Bakersfield  
Instructions For Filing  
Monthly Mileage Report

*This form may be used in conjunction with the travel claim form when requesting reimbursement of mileage only when driving a private vehicle on State University Business. (You may also use the travel claim form alone listing the information for each day mileage is being requested, activity, location and the roundtrip mileage to take from campus or home, and return.)*

**Claimant:** Fill in the name of the person claiming mileage reimbursement.

**Month/Year:** Month and year mileage was incurred.

**Vehicle License Number:** Fill in the license plate number of the private vehicle being used for travel.

**Defensive Driving Permit:** Number that is issued on the Defensive Driving Permit. The permit is valid for four (4) years. Apply at Public Safety. See “[Use of University and Private Vehicles Policy Guidelines](#)”.

Fill out the date of the travel, type of **activity** (ei. Types of meetings, errands, etc.), **location of activity** (ei. Bank of America, Courthouse, etc.) and the **roundtrip mileage** it took from campus or home, and return (whichever is less).

*Expenses arising from travel between home and the CSUB campus shall not be allowed.*

The form will sum the total mileage at the bottom in the **Page Total**. This is the amount to be carried forward to the Travel Claim.

A [Travel Expense Claim](#), with the **completed Monthly Mileage Report**, is completed and **submitted to the accounting office for reimbursement after it has been approved for payment** by the designated signer for the account number the reimbursement is to be paid from.