

TEXAS TECH UNIVERSITY
Recruit Mileage Record

Prospect Name

Sport

Address, City, State

Date(s) of official visit

Institutional Mileage Reimbursement Policy – Please use the Texas Mileage Guide at www.cpa.state.tx.us/comptrol/txastra.html to get an estimate of the mileage. If the mileage cannot be determined by using the Texas Mileage Guide, call Athletic Travel in the Business Office and they will contact Travel on campus. If you want to reimburse mileage prior to the prospect departing campus please allow time for the business office to research the mileage and prepare the check. Texas Tech can reimburse for actual mileage in excess of the amount shown by the Texas Mileage Guide (up to 20 miles each way). To claim actual mileage, you must document and submit the beginning and ending odometer reading for the trip and calculate the actual mileage. No cash may be given to a prospect.

Point of Origin

Destination

Total Miles x \$0.405/mile (9/1/05) =
(Attach odometer readings if claiming actual)

Name on car registration

Relationship: () Parent () Self () Other (please list name and relationship):

I certify that the above information is correct. I have received \$ _____ for mileage reimbursement.

Recruit's Signature

Date

Staff Member Administering Form - Signature

Date

9/97, 6/00, 8/00, 9/02, 9/05
record.doc

recruit mileage