

Submitting mileage claims for WRPI Internships

1. Please fill out the mileage form completely.
2. The form must be signed by the student and internship supervisor.
3. We must have a copy of your Defensive Driving certificate. Students must obtain this *before the date of travel occurs*. The course may be taken online:
<http://www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx>
4. Mileage is reimbursed only if you use your personal vehicle. Mileage is not reimbursed for rental cars or vehicles provided by your internship organization. If your internship is in a distant location and you will be temporarily moving near your work site (such as a Forest Service summer internship), then we can reimburse your mileage from your campus residence to your internship residence when you move. If you must drive your personal car to multiple locations for research, that is an allowable mileage expense. However, we cannot reimburse your mileage from your residence to your work site as a part of a normal work day.
5. Please snail mail your original claim to:

Miranda Moore
Water Resources Institute at CSUSB
5500 University Parkway, PL-401
San Bernardino, CA 92407-2397
6. Once the original form is received, turnaround time for reimbursement is about ten business days.
7. Please note that mileage expenses will be deducted from your \$560 supplies/mileage budget. In order to comply with the Accounting Department's requirements, mileage will be verified via MapQuest or Google Maps.

If you have questions, please contact Lori Power at miranda.moore@csusb.edu or 909-537-7681.