



Mileage Reimbursement

Employee Name: _____ Banner ID: _____ Home Campus: _____
Home Address: _____ City: _____ State: _____ Zip Code: _____

Fund Code	Organization Code	Account Code	Program Code
		710170	

Date Traveled	From	To	Purpose	Miles (one way)	Round Trip?	Tolls ¹
9/9/21	KC	FC	Meet with staff for monthly mtg.	16		

Campus Codes:
 KC – Knight Campus NCC – Newport County Campus
 FC – Flanagan Campus WEC – Westerly Ed. Center
 LC – Liston Campus

Mileage Reimbursement (\$0.585)	
Toll Reimbursement	
(including page 2) TOTAL REIMBURSEMENT	

I hereby certify that throughout the above dates I have maintained a valid operator's license and my vehicle(s) has been properly registered and insured; that the above mileage is correct and was incurred for official state business. In instances where the distance from my residence to the official destination was shorter than the distance from my official station to the official destination, only the mileage from my residence to the official destination is claimed. This travel expense complies with the state travel regulations.

Signature of Traveler

Date

I hereby certify that this travel expense complies with the state travel regulations and that the total listed above is a proper charge against the state.

_____ Initials of Supervisor	_____ Date	_____ Signature of Authorized Agent	_____ Date
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¹ If you have an EZ Pass transponder, tolls are \$0.83. Otherwise, they are the current rate established by RITBA. Original receipts must be attached if you paid the full toll in order for reimbursement to be approved.



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- WEC – Westerly Ed. Center

Totals will be reflected on page 1

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Typical In-State Mileage Calculations

The following mileage amounts reflect one-way trips between various common destinations for CCRI employees.

From Knight Campus (KC) 400 East Avenue, Warwick, RI 02886		
Code	Destination Name and Address	Miles
FC	Flanagan Campus 1762 Louisquisset Pike, Lincoln, RI 02865	16
LC	Liston Campus One Hilton Street, Providence, RI 02905	9
NCC	Newport County Campus One Chafee Boulevard, Newport, RI 02840	26
WEC	Westerly Education Center 23 Friendship Street, Westerly, RI 02891	34

From Flanagan Campus (FC) 1762 Louisquisset Pike, Lincoln, RI 02865		
Code	Destination Name and Address	Miles
KC	Knight Campus 400 East Avenue, Warwick, RI 02886	16
LC	Liston Campus One Hilton Street, Providence, RI 02905	9
NCC	Newport County Campus One Chafee Boulevard, Newport, RI 02840	40
WEC	Westerly Education Center 23 Friendship Street, Westerly, RI 02891	50

From Liston Campus (LC) One Hilton Street, Providence, RI 02905		
Code	Destination Name and Address	Miles
KC	Knight Campus 400 East Avenue, Warwick, RI 02886	9
FC	Flanagan Campus 1762 Louisquisset Pike, Lincoln, RI 02865	9
NCC	Newport County Campus One Chafee Boulevard, Newport, RI 02840	33
WEC	Westerly Education Center 23 Friendship Street, Westerly, RI 02891	42

From Newport County Campus (NCC) One Chafee Boulevard, Newport, RI 02840		
Code	Destination Name and Address	Miles
KC	Knight Campus 400 East Avenue, Warwick, RI 02886	26
FC	Flanagan Campus 1762 Louisquisset Pike, Lincoln, RI 02865	40
LC	Liston Campus One Hilton Street, Providence, RI 02905	33
WEC	Westerly Education Center 23 Friendship Street, Westerly, RI 02891	40

From Westerly Education Center (WEC) 23 Friendship Street, Westerly, RI 02891		
Code	Destination Name and Address	Miles
KC	Knight Campus 400 East Avenue, Warwick, RI 02886	34
FC	Flanagan Campus 1762 Louisquisset Pike, Lincoln, RI 02865	50
LC	Liston Campus One Hilton Street, Providence, RI 02905	42
NCC	Newport County Campus One Chafee Boulevard, Newport, RI 02840	40