

April 2014

RE: Faculty-to-Faculty Conference – April 18, 2014 – Flat Rate Mileage Reimbursement

Please complete the following information for processing your Faculty-to-Faculty Mileage Reimbursement. If you request that the check be made payable to you (as an individual), you will need to fill out a W-9 form. The W-9 can be found at this link: <u>http://highered.colorado.gov/Academics/Transfers/Conference/schedule.html</u>.

Purpose of reimbursement:	To reimburse mileage costs for participation in the spring 2014 Faculty-to- Faculty Conference.	
Attendee Name:		
Attendee Organization:		
Make check payable to:		
Send check to:		
Name:		
Address:		
Contact phone numb	er:	
Contact ema	ail:	

F2F mileage reimbursement will be calculated according to the following chart:

Institution	Distance from Arapahoe CC (mi) – one way	Reimbursement Rate (\$/mi)	Round Trip (\$)	Round Trip (\$)x 4 faculty
Aims Community College	69.4	0.5	69.4	277.6
Arapahoe Community College	0	0	0	0
Colorado Mountain College	160	0.5	160	640
Colorado Northwestern Community College	203	0.5	203	812
Community College of Aurora	18.1	0.5	18.1	72.4
Community College of Denver	10.6	0.5	10.6	42.5
Front Range Community College	24.7	0.5	24.7	98.8
Lamar Community College	225	0.5	225	900
Morgan Community College	90.9	0.5	90.9	363.6



	Distance from Arapahoe CC	Reimbursement Rate (\$/mi)	Round Trip (\$)	Round Trip (\$)x 4 faculty
Institution	(mi) – one way		P (4)	(\$)
Northeastern Junior College	138	0.5	138	552
Otero Junior College	172	0.5	172	688
Pikes Peak Community College	73.1	0.5	73.1	292.4
Pueblo Community College	110	0.5	110	440
Red Rocks Community College	21	0.5	21	84
Trinidad State Junior College	193	0.5	193	772
Adams State University	220	0.5	220	880
Colorado School of Mines	22	0.5	22	88
Colorado State University – Fort Collins	72	0.5	36	288
Colorado State University – Pueblo	120	0.5	120	480
Fort Lewis College	367	0.5	367	1,468
Colorado Mesa University	300	0.5	300	1,200
Metropolitan State University of Denver	12	0.5	12	48
University of Colorado Boulder	40	0.5	40	160
University of Colorado Colorado Springs	62	0.5	62	248
University of Colorado Denver	12	0.5	12	48
University of Northern Colorado	65	0.5	65	260
Western State Colorado University	232	0.5	232	928

Reimbursement amount: <u>\$</u>

Print Name (Attendee name)

Signature

Date

For Accounting Purposes only:

Approved Signature

Accounting Code

Date

If you have questions regarding your reimbursement, please contact Maia Blom at <u>maia.blom@dhe.state.co.us</u> or 303-866-2724.

