



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: http://highered.colorado.gov/Academics/Transfers/Conference/schedule.html.

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 number: \_\_\_\_\_

Contact email: \_\_\_\_\_

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

Table with 5 columns: Institution, Distance from Arapahoe CC (mi) – one way, Reimbursement Rate (\$/mi), Round Trip (\$), Round Trip (\$x 4 faculty). Rows include Aims Community College, Arapahoe Community College, Colorado Mountain College, Colorado Northwestern Community College, Community College of Aurora, Community College of Denver, Front Range Community College, Lamar Community College, and Morgan Community College.



