

Mileage Reimbursement - Concur

You must track the miles you drive throughout the semester using the Office of Field Experiences (OFE) mileage log. You will receive this form directly from OFE and should request one if you do not receive one. You can contact them at fieldexp@purdue.edu or 765-494-2345. You will receive directions from OFE about how to submit your reimbursement request through Concur once your mileage log form has been approved.

It is important to remember that if you are supervising at multiple schools and traveling to them in one day without returning home in between observations, you need to keep track of and log the miles for the round trip and not the miles to each school from your home.

Please contact the OFE if you have additional questions or need assistance.