



RM0007
Rev. 7/20

Risk Management Department • SJDL, Box 14 • 5905 O Street • Lincoln, NE 68510 • 402-436-1760 • Fax 402-458-3276

WORKERS' COMPENSATION MILEAGE LOG

Staff members with Workers' Compensation mileage expenses will create their expense report in Expense Management (XM) application. All employee reimbursements are processed by payroll and paid out twice a month.

[illegible]

Return form by the first of the month to:

[illegible]

Upon approval of your claim, you will be reimbursed for total mileage.

I certify that the mileage noted above is true and correct and that the trips were necessary as a result of a work-related injury.

(Non-Electronic) Employee Signature

Date _____

Date of Injury

Employee ID #

Send Completed Form to Risk Management • SJDLC • Box 14