

SAFE FNE MILEAGE REIMBURSEMENT FORM



VIRGINIA VICTIMS FUND
Helping Innocent Victims of Crime
 OFFICIALLY CRIMINAL INJURIES COMPENSATION FUND

Are you reimbursed or paid for mileage to perform PERKs by your employer or another source?

If YES, you are not eligible for reimbursement for mileage by the SAFE Payment Program.

If NO, you may be eligible for reimbursement for mileage by the SAFE Payment Program.

Name:

Title:

Employer:

Date of PERK	SAFE Claim No.	Main Office Address (Base Point)	Destination Address (to perform PERK)	Roundtrip Mileage (from main office)

Total Number of Miles:

I have attached a MapQuest calculation for round-trip mileage for each different destination address. (If only one destination address is traveled, only one MapQuest attachment is needed.)

I attest that I performed the above mentioned PERKs and that the information in this form is accurate.

Printed Name: Signature:

Date:

MILEAGE GUIDANCE AND INFORMATION

- The Virginia Victims Fund adheres to the Virginia Department of Accounts [Travel Regulations](#) for travel reimbursements. See Topic 20335 of the CAPP Manual. All travelers should read and become familiar with the regulations.
- You are not eligible for reimbursement if you are already compensated for travel by another source such as your employer.
- Attach a W-9 form if one is not already on file with VVF. Travelers must submit travel requests to VVF within 30 days of travel and should submit once per month.
- Mileage is reimbursed at the appropriate state rate as determined by the office of the Comptroller and only travel in excess of 25 miles from the traveler's main office location (base point). Mileage reimbursement is contingent on the submission of a Request for Payment form and issuance of a SAFE Claim number.

Questions may be directed to safe@vfv.virginia.gov.

Submit form to SAFE through [WebFile](#).