

MILEAGE REIMBURSEMENT – CLASSIFIED EMPLOYEES

Reference: Negotiated Agreement

Mileage will be reimbursed twice each year; once for approved trips between July 1 and December 31; once for approved trips between January 1 and June 30.

Requests for reimbursement are due in the office of the Director of Human Resources within two weeks after the closing date of the period covered. It is anticipated that reimbursements will be distributed at the end of the first month following the close of the period.

Please complete the following:

School or Office: _____ Principal or Supervisor: _____

Mileage Reimbursement for the period _____, 20__, to _____, 20__
month/day month/day

This request covers _____ trips made by _____
number employee

Please complete the log on the back of this form, indicating the date, destination, purpose and mileage for each trip.

TOTAL MILES TRAVELED FOR ALL TRIPS: _____ @ .575 PER MILE = _____

Employee's Signature

Date

For Board Use:
Approved: _____
Date: _____
Account Number _____

The trips described on the back of this form were made at my request during the work day of the employee, in the employee's privately-owned vehicle.

APPROVED: _____
Principal/Supervisor's Signature Date

