

## MONTHLY MILEAGE/TRAVEL REIMBURSEMENT SUMMARY

Any person traveling for the school for any purpose shall use the mileage/travel summary as the record of travel, purpose of travel and mileage report. Employees should submit a requisition for estimated mileage to be incurred prior to traveling.

Submit mileage form to your supervisor monthly. Reimbursement will not be made if receipts are not included. Taxes and tips are not eligible for reimbursement.

Due to new IRS regulations, meal reimbursements for a **DAILY** function are now considered a taxable benefit. The amount you are reimbursed will be shown on your W-2. Meal reimbursements for **OVERNIGHT** functions are not considered a taxable benefit.

Every effort should be made to arrange to use an EHOVE vehicle.

Supervisors will submit original summaries to the Treasurer by the 10<sup>th</sup> of the following reported month.. For example: September's report is due by October 10.

NOTE: Mileage may NOT be paid if reports are not turned in on time. For example: If September's report is not in by October 30, it may not be paid.

## MONTHLY MILEAGE REPORT

### PROFESSIONAL LEAVE REIMBURSEMENT

NAME \_\_\_\_\_

DATE	TIME	DESTINATION/PURPOSE OF VISIT/PERSON CONTACTED	MILEAGE PER VISIT	REGIS. COST	HOTEL	PARKING	MEALS	OTHER
<b>TOTALS</b>								

SUPERVISOR: \_\_\_\_\_ TOTAL MILEAGE: \_\_\_\_\_ TOTAL PROFESSIONAL LEAVE COST (INCLUDING MILEAGE): \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_ MILEAGE DUE x **IRS Rate\*** \_\_\_\_\_ (ATTACH RECEIPTS)

\*See S: Drive for Rate

