## TULOSO MIDWAY ISD IN DISTRICT MILEAGE REIMBURSEMENT FORM

Mileage is due quarterly, monthly (minimum of 100 miles) or end of fiscal year.

Commuting miles are non-reimbursable (from home to place of work)

Employee Name: VENDOR:				
SCHOOL/DEPT:				
DATE	FROM WORK LOCATION	TO WORK LOCATION	PURPOSE	MILES
TOTAL REIMBURSEMENT: TOTAL MILES X MILEAGE RATE 0.50 = \$				
ACCOUNT CODE:				
I herby certify the above information is an accurate account of expenses incurred by me.  EMPLOYEE'S SIGNATURE:  DATE:				
EMPLOYEE'S SIGNATURE:				
ADMINISTRATIOR'S SIGNATURE:				
CENTRAL OFFICE APPROVAL:				