



## PERSONALLY OWNED AUTOMOBILE MILEAGE REIMBURSEMENT

This form is to be completed by Gateway Community Charter employees who use their automobiles in performing district business. <u>DO NOT</u> use this form for expenses incurred in connection with a conference, workshop or meeting for which a registration fee is charged. Under the latter circumstances, the Travel/Conference Approval & Expense Claim Form is used.

Name			Social Security Number			Month		
	Home A	Address	Ci	City		Z	ip Code	
Program/Site								
Budget Code	FUND -	RESOURCE PY	OBJECT LOCATION	GOAL .	FUNCTION		LO 2	
Date	From	То	P	urpose		Other Expenses	Total Miles	
		INSTRUCTION		Total Miles	х	=		
<ol> <li>Mileage claims are to submitted at least quarterly when the amount of the cla</li> <li>Include parking expenses and bridge toll in the "Other Expenses" column.</li> <li>If multiple destinations are used on any one day, use more than one line for t</li> </ol>			lumn.	Other Expenses				
4. Sign, date and submit to the Accounts Payable Department TOTAL								
I hereby certify that I have used my personal automobile to perform official GCC business				]	<u>APPROVED</u>			
	C	aimant's Signature	Supervisor / Administ	rator	Date	!		

Superintendent CEO/ Chief Business Official

Date