



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	=		
 Mileage claims are to submitted at least quarterly when the amount of the cla Include parking expenses and bridge toll in the "Other Expenses" column. If multiple destinations are used on any one day, use more than one line for t 			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