

VOLUNTEER DRIVER MILEAGE REIMBURSEMENT FORM



Toll Free 877-485-2372

7410 County Road K #180, Siren, WI 54872
Phone 715-349-2100, Fax 715-349-8644

100 Polk County Plaza #60, Balsam Lake, WI 54810
Phone 715-485-8449 Fax 715-485-8460

Burnett County Drivers: Mileage is reimbursed on 1st and 3rd Friday of each month. Mileage sheets are due to office by noon the Tuesday before the 1st and 3rd Friday.

Polk County Drivers: Mileage is reimbursed once a month on or around the 3rd week of the month. Mileage sheets are due to office by the 5th of each month.

All Drivers: Trip manifests are due to office by the 5th of each month.

Month/Year:	Vendor Number:	Driver Name:	Driver Phone #:	Driver Address:
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Date	Time left Home	Time returned Home	Miles Driven	Meals (Max.. \$8.00)	Parking	Number of hours	Destination	Name of Passenger

Office Use Only-Please do not write in this area.

Date received _____	Staff initials _____	Total Hours _____	
Date processed _____	Staff initials _____	Total Miles @ .54 \$ _____	Code: 332-400
Approved by _____	Staff initials _____	Meals \$ _____	Code: 335-400
Date sent to Adm _____	Staff initials _____	Parking \$ _____	Code: 349-400
		Total to Driver \$ _____	