

## **MILEAGE REIMBURSEMENTS**

Please make sure the following information is completed so requests will be processed properly:

- Mileage Reimbursement Requests must be typed on the District approved mileage form (see next page).
- Mileage reimbursement requests must be submitted to the Accounting Department on a monthly basis not later than thirty days after the close of the month in which the expense was incurred.
- The district may not reimburse employees for accumulated or late claims. At the end of the fiscal year (by mid-June), all reimbursements to be charged to the current fiscal year must be submitted by June 15 in order to appropriately charge the correct fiscal year.
- Mileage pertaining to conferences must be submitted on the Conference Reimbursement Form.
- The form must be signed by the claimant and approved by the department head or site principal.
- Please make sure to include the correct Pseudo/ Budget Code on each request.
- If more than one page is necessary for the month you may carry the total forward to a second page. List the total for the month on the last page only.
- Mileage will be audited using the District approved mileage chart and/or [Mapquest.com](http://Mapquest.com)

If you have any questions, please the Accounting Department.

