

Mileage Reimbursement Form

<p>Employee Name</p> <p>Employee Address</p> <p>City, State, Zip</p> <p>Email address</p> <p>Phone Number</p>	<p>Program/School</p> <p>For Period</p> <p>Rate Per Mile</p> <p>Total Mileage</p> <p>Total Reimbursement</p>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px; background-color: #f0f0f0;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px; background-color: #f0f0f0;"></div> <div style="border: 1px solid black; height: 20px; background-color: #f0f0f0;"></div>
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Charter School Tools
www.charterschooltools.org

MILEAGE REIMBURSEMENT FORM DIRECTIONS

The Mileage Reimbursement Form is used to cover the mileage expenses incurred by an employee for school business and professional development. Please note that any travel an employee expects to be reimbursed for must first be approved by the School Leader. Approved mileage will be reimbursed at the 2010 IRS standard mileage rate of 50 cents per mile.

DIRECTIONS - A Sample Completed Form is included in the Mileage Reimbursement Form Sample tab

All cell references are for the Mileage Reimbursement Form tab unless indicated otherwise. The Mileage Reimbursement Form tab is the only tab that needs to be completed.

- 1** In cell B3, type your name.
- 2** In cells B4 & B5, enter your address.
- 3** In cell B6, enter the email address that you would like any questions sent to.
- 4** In cell B7, enter the phone number to be called if there are any questions
In cell D3, using the pull down menu, pick the description that best matches what school/program required the travel.
- 5** Split Schools implies that the expenditure was used proportionately by the schools. Split All Entities implies that the expenditures was used by the schools and other ABR programs.
In cell D4, using the pull down menu, pick the period for which your mileage expenses relate. Each period in the
6 menu covers 1/2 of a month. If you have expenses in more than one period, please fill out separate mileage reimbursement forms.
- 7** In cell A10, enter the date that the mileage was incurred. This date should be within the range listed in cell D4.
- 8** In cell B10, enter the location/address of the starting point of the mileage.
- 9** In cell C10, enter destination location/address.
- 10** In cell D10, enter a description of the trip. This should include the name of the conference, meeting, or professional development attended.
- 11** In cell E10, enter the mileage from the starting address to the destination location.
Note: Each row should include information for each one-way trip. For example, if you travel from Baton Rouge to New Orleans, the first row should show the starting address as Baton Rouge and the destination as New Orleans. The next row should have New Orleans as the starting point and Baton Rouge as the destination.
- 12** Repeat steps 7-11 as needed.
Note: If you need more lines, please let the finance department know and they add more lines . Please do not add lines using another methodology as the formulas may not work.

MILEAGE REIMBURSEMENT FORM - CONTINUED

- 13 Print out a mileage detail as backup from Google Maps, MapQuest, or a similar map website. Make sure that the mileage for each leg of the trip match the mileage entered in column E.

If submitting electronically, email the form and mileage detail to the finance department and the budget manager.

- 14 In the email indicate that you approve the expenses and request the budget manager to email their approval. The respective Principals are the budget managers for the schools. You may also obtain approval from the School Operations Manager.

- 15 ***If submitting electronically***, processing will begin once we receive the emailed form & mileage detail, your approval and the budget manager's approval. However, you still need to forward hard copies of the signed form and mileage detail to the finance department. Please keep a copy of all submitted items in case there is a problem during processing.

- 16 ***If submitting by mail or through your SOM***, sign & date the form where it says Employee Signature (Cell A57) and Date (Cell A60). Then have your budget manager sign and date the form (Cells E57 and E60). The respective Principals are the budget managers for the schools. You may also obtain approval from the School Operations Manager.

FINAL CHECK: Before submitting, please make sure that the reported information is accurate, it is approved by both yourself and the budget manager, and that the printout of the mileage detail is attached.

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