Glenbrook High School District #225

PROCEDURES FOR IMPLEMENTING BOARD POLICY: MILEAGE REIMBURSEMENT 6150 Page 1 of 2 pages

- 1. Certificated employees of District #225 may make application for mileage reimbursement by:
 - 1) Completing the mileage reimbursement form.
 - 2) Receiving approval of their immediate supervisor.
 - 3) Submitting the mileage reimbursement form to the business office no later than the third working day of the month following the month(s) for which the claim is made.
 - 4) In efforts to close out the fiscal year, end-of-the-year reimbursement claims should be submitted by the last day of school.
- 2. The completed mileage reimbursement form should state the date, number of miles driven and the reason for the mileage claim.
- 3. Checks for mileage reimbursement will be issued by the business office during the third week of each month for mileage expenses approved for the preceding month.

Adopted: 1978

Revised: August 21, 2000

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Page 2 of 2 pages

MILEAGE REIMBURSEMENT FORM

NAME:		DATE:	
Mileage reimb	ursement is claimed for the follow	ing miles driven:	
DATE	MILES	<u>REASON</u>	
_			
Total Miles	Reimbursement Rate	Total Reimbursement \$	
	charged		
Supervisor=s /	Approval	Date	