

# GEYSERVILLE UNIFIED SCHOOL DISTRICT

## Employee Mileage Reimbursement - Updated Jan 1, 2021

Date: \_\_\_\_\_

<b>Employee Name and Address:</b>
<b>phone:</b>

Mileage	From	To	Description	Miles
<b>Total Miles</b>	X	0.56 per mile =		<b>Total Mileage Expense</b>
(Miles x 0.56 = Total Expense)				
<b>TOTAL EXPENSE REIMBURSEMENT:</b>				

<b>Special Instructions:</b>
<b>Reimbursable from:</b>

Originator: _____	Date: _____	Principal : _____	Date: _____
Superintendent: _____	Date: _____	Business Manager: _____	Date: _____
Account Code: _____			