

# GEYSERVILLE UNIFIED SCHOOL DISTRICT

## Employee Mileage Reimbursement - Updated January 1, 2023

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

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

Mileage				
Date	From	To	Description	Miles
<b>Total Miles</b>	X		0.655 per mile =	<b>Total Mileage Expense</b>
(Miles x 0.625 = 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:			