

GEYSERVILLE UNIFIED SCHOOL DISTRICT

Employee Mileage Reimbursement

Date of Employee Request:
Employee Name and Address:
Employee Contact Phone:

Mileage

Date	From	To	Description	Miles
TOTAL MILEAGE →				

Total Mileage	X 0.545	per mile =	TOTAL MILEAGE EXPENSE →	
<small>(Miles x 54.5 cents = Total Mileage Expense)</small>				
TOTAL MILEAGE EXPENSE REIMBURSEMENT:				

Special Instructions:
Reimbursable from:

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