

PROCEDURES FOR IMPLEMENTING BOARD POLICY: MILEAGE REIMBURSEMENT 6150

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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

