

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~~

