

NAME: _____ DATE: _____

MILEAGE AND EXPENSE REIMBURSEMENT

The IRS Standard Mileage Rate for 2018 is \$ 0.545. Please turn in the mileage sheets before the 5th of the month in order to be paid at the next board meeting.

****ALL MILEAGE MUST LIST INDIVIDUAL MONTH/DAY/YEAR DETAIL****
(detailed spreadsheet or calendar may be attached in lieu of detail below for multiple dates)

DATE	LOCATION AND REASON	MILES	OTHER EXP'S

TOTAL 2018 MILES _____ x \$0.545 = \$ _____

TOTAL OTHER EXPENSES: _____

REIMBURSEMENT TOTAL: _____

ACCOUNT NUMBER: _____

ADMINISTRATOR DATE

****BOTH SIDES OF FORM MUST BE COMPLETED TO BE REIMBURSED****