

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## MILEAGE AND EXPENSE REIMBURSEMENT

### The IRS Standard Mileage Reimbursement Rates:

2018 = \$0.545 2019 = \$0.58 per mile.

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 2019 MILES \_\_\_\_\_ x \$0.58 = \$ \_\_\_\_\_

TOTAL OTHER EXPENSES: \$ \_\_\_\_\_

REIMBURSEMENT TOTAL: \$ \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_

\_\_\_\_\_  
ADMINISTRATOR

\_\_\_\_\_  
DATE

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