



MILEAGE REIMBURSEMENT SCHEDULE 2021-2022

For Month of:	Mileage Claim must be completed and approved By 12:00 NOON On date listed below:
July 1-31, 2021	08/06/21
August 1-31, 2021	09/07/21
September 1-30, 2021	10/07/21
October 1-31, 2021	11/08/21
November 1-30, 2021	12/07/21
December 1-31, 2021	01/07/22
January 1-31, 2022	02/07/22
February 1-28, 2022	03/07/22
March 1-31, 2022	04/07/22
April 1-30, 2022	05/06/22
May 1-31, 2022	06/07/22
June 1-30, 2022	07/07/22* (*Year End Closeout)

- ◆ **REPORT MILES DRIVEN MONTHLY.**
- ◆ MONTHLY MILEAGE EXPENSE REPORTS ARE DUE ON OR BEFORE THE DUE DATE.
- ◆ MILEAGE MUST BE APPROVED BY DESIGNATED PRINCIPALS, MANAGERS AND OR SUPERVISORS.
- ◆ IF YOU HAVE A NAME, ADDRESS, AND/OR WORK LOCATION CHANGE, PLEASE CONTACT HUMAN RESOURCES @ 416-5304.
- ◆ FOR STATUS OF REIMBURSEMENT PAYMENTS, CHECK THE EMPLOYEE PORTAL.
- ◆ THE OBJECT CODE FOR MILEAGE IS **35500**

OFFICE OF FINANCE; 07/01/2020