



MILEAGE REIMBURSEMENT SCHEDULE 2023-2024

| For Month of: | Mileage Claim must be completed and approved By 12:00 NOON On date listed below: |
|----------------------|---|
| July 1-31, 2023 | 08/07/23 |
| August 1-31, 2023 | 09/07/23 |
| September 1-30, 2023 | 10/07/23 |
| October 1-31, 2023 | 11/07/23 |
| November 1-30, 2023 | 12/07/23 |
| December 1-31, 2023 | 01/07/24 |
| January 1-31, 2024 | 02/07/24 |
| February 1-29, 2024 | 03/07/24 |
| March 1-31, 2024 | 04/07/24 |
| April 1-30, 2024 | 05/07/24 |
| May 1-31, 2024 | 06/07/24 |
| June 1-30, 2024 | 07/07/24* (*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**