



MILEAGE REIMBURSEMENT SCHEDULE 2022-2023

For Month of:	Mileage Claim must be completed and approved By 12:00 NOON On date listed below:
July 1-31, 2022	08/07/22
August 1-31, 2022	09/07/22
September 1-30, 2022	10/07/22
October 1-31, 2022	11/07/22
November 1-30, 2022	12/07/22
December 1-31, 2022	01/07/23
January 1-31, 2023	02/07/23
February 1-28, 2023	03/07/23
March 1-31, 2023	04/07/23
April 1-30, 2023	05/07/23
May 1-31, 2023	06/07/23
June 1-30, 2023	07/07/23* (*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