

2024 - 2025 MILEAGE & EXPENSE REIMBURSEMENT

(Due 1st Friday of Each Month to your Supervisor)

Revised August 2024

MONTH: NAME:POSITION:		ACCT # (REGULAR DUTY MILES): ACCT # (PD MILES): ACCT #: ACCT #: ACCT #:				TOTAL: TOTAL: TOTAL: TOTAL: TOTAL: TOTAL:	
DATE PLACE	PURPOSE	REGULAR DUTY MILES	PD MILES	MEALS	LODGING	SUPPLIES	DUES & FEES
	SUB TOTAL (FRONT PAGE) SUB TOTAL (BACK PAGE)						
	GRAND TOTAL						
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DATE	PLACE	PURPOSE	REGULAR DUTY MILES	PD MILES	MEALS	LODGING	SUPPLIES	DUES & FEES
		SUB TOTAL (BACK PAGE)						