

MILEAGE REIMBURSEMENT FORM INSTRUCTIONS

BOARD POLICY 6.112

PLEASE SUBMIT CLAIMS ON A MONTHLY BASIS

The form may be located on the Questar III Website [here](#) and under “Mileage Reimbursement”

Please use the most current and up-to-date form as the mileage rate changes each calendar year.

The Mileage Reimbursement form in excel has certain cells locked, to prevent changes to the formulas. Please do not attempt to alter the form and only enter data where the form allows.

Please check for mathematical accuracy prior to submitting your claim.

Please note the business purpose of the travel. The purpose should explain why you are traveling to a specific site, not just the site itself. For example: Staff meeting @ xyz district/building.

*All expense claims **must** contain an original signature by the staff and by the supervisor/budget manager. An electronic signature will only be accepted if an email from the claimant is attached evidencing that the claimant is submitting.*

ALL CLAIMS MUST HAVE ATTACHED:

***Maps** if the standard grid is not being used – map documentation must be provided including commuting miles if applicable.

***Toll Receipts / EZ Pass Statement** Must be accompanied if you are claiming toll reimbursement.

All mileage only claims, except claims related to professional development, are to be submitted on this form and charged to budget code 454. All professional development related mileage is to be submitted on the conference reimbursement form.

If any of these items are missing or errors are noted, your claim will be returned to your supervisor to be corrected. Your claim will not be processed until it is correctly submitted

Please print out your form, enter your official work location, sign, date; and submit to your supervisor for approval.

If you have any questions, please contact accountspayable@questar.org or at ext. 6923