

MILEAGE REIMBURSEMENT CLAIM FORM

RIVER DELTA UNIFIED SCHOOL DISTRICT

Mileage claim forms **must be submitted at the end of every month**. All mileage claims are subject to review before being processed. Claim forms not submitted in a timely manner may not be paid and paperwork will be sent back to claimant. Distance will be calculated and verified using Mapquest.com .

NAME _____

CLAIM MONTH _____

SITE _____

DATE	FROM (STARTING LOCATION)	TO (DESTINATION)	REASON FOR TRAVEL	TOTAL MILEAGE
Total <i>Miles</i> claimed for reimbursement				
Total <i>Amount</i> claimed for reimbursement (_____ x .625¢ per mile)				\$

Account number(s) to pay mileage reimbursement claim:

FUND	RESOURCE	YEAR	OBJECT	SITE	GOAL	FUNCTION	LO1	LO2	AMOUNT
-	-	-	-	-	-	-	-	-	\$
-	-	-	-	-	-	-	-	-	\$

I hereby certify that I possess a valid California driver's license and that I have sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California (Vehicle Code Section 16430). This mileage claim is just and true and the mileage driven was done in the course of carrying out job responsibilities of River Delta Unified School District.

Signature of claimant

Date

Claimant's Supervisor's Approval

Date

Chief Business Officer / Superintendents Approval

Date

MILEAGE/REIMBURSEMENT CUT OFF DATES

7/1/2018 TO 6/30/2019

All mileage claims, reimbursement request, and travel request are to be turned in to the District Office monthly on the appropriate due date. Claims will be paid out once monthly. Claims turned in after the due date for claim month will not be paid until the following months date.

CLAIM MONTH

JULY	Due at D.O. Paid	8/3/2018 8/14/2018
AUGUST	Due at D.O. Paid	9/7/2018 9/18/2018
SEPTEMBER	Due at D.O. Paid	10/5/2018 10/16/2018
OCTOBER	Due at D.O. Paid	11/2/2018 11/13/2018
NOVEMBER	Due at D.O. Paid	12/7/2018 12/18/2018
DECEMBER	Due at D.O. Paid	1/4/2019 1/15/2019
JANUARY	Due at D.O. Paid	2/1/2019 2/12/2019
FEBRUARY	Due at D.O. Paid	3/1/2019 3/12/2019
MARCH	Due at D.O. Paid	4/5/2019 4/16/2019
APRIL	Due at D.O. Paid	5/3/2019 5/14/2019
MAY	Due at D.O. Paid	6/7/2019 6/18/2019
JUNE	Due at D.O. Paid	7/5/2019 7/16/2019

* D.O. = District Office of the River Delta USD - 445 Montezuma Street, Rio Vista, CA 94571