

Pacifica School District

Reimbursement for Single-Position Job-Required Mileage (INSIDE DISTRICT ONLY) (Report all mileage resulting from workshops/meetings/conferences on DO100)

In order to receive payment, requests must be submitted within 30 days of expenditure.

EMPLOYEE NAME: MONTH&YEAR:

Date	Destination and Purpose	Miles Driven
	TOTAL MILES =	
	Multiplied by \$.70	

I hereby certify that the miles claimed heron are actual, that they were expended in the regular performance of official District business, and that no prior claim has been made for any portion. Budget Account to be Charged:

\_\_/ \_\_\_\_ / 0/ \_\_\_\_ / \_\_\_\_ / 5220 / \_\_\_ / \_\_\_\_

Employee Signature

(Fund/Resource/Year/Goal/Function/Object/site/Program

Authorization Signature