

Pasadena Unified School District

MILEAGE PROCEDURES

School Site/Department:

“Consultants”

- Completes “Mileage Report” form including signatures from claimant and administrator or supervisor.
- If traveling outside school district, attach documentation of actual mileage (Map quest/Yahoo).
- If traveling within school district, attach documentation of actual mileage (School Map).
- Submits the completed packet to the Accounting Department.

“School District Employee”

- Completes “Mileage Report” form on a monthly basis including signatures from claimant and administrator or supervisor.
- If claiming mileage for a conference, note the Green Sheet # (found on weekly emailed spreadsheet prepared by Budget) on the mileage form. Reminder: mileage must be noted on the original Green Request and “Authorization of Conference Attendance” form or an amendment to it must be submitted with request if there are no other conference related expenses being claimed.
- If traveling outside school district, please verify your actual mileage using MapQuest / Yahoo. You do not have to turn in the map with your documentation.
- If traveling within school district please verify your actual mileage using (School Map). You do not have to turn in the map with your documentation.
- Submits the completed packet to the Accounting Department.

Accounting Department:

- Receives the reimbursement packet with all attachments.
- Processes payment to employee.
- Forwards check to address listed or invoice / vendor file.

REV 4-27-06/cm
REV 8-4-09/aw
REV 8-09 / vr
REV 4-11/aw