

Mileage Claim Instructions

Fiscal Services

Complete the Mileage Expense Claim Form as follows:

- Step 1: Completely fill in Month, Name, School/Department
- Step 2: Completely fill in the 22-digit budget code
- Step 3: Complete each row (date, from, to, miles, purpose) for each trip. If travel is within TVUSD, please use the pre-set amounts on the intra-district mileage chart
- If travel is outside of TVUSD, please attach a Google Map which shows the mileage being claimed. The claim form may be returned if the supporting map is not provided. The listed mileage may also be adjusted if it does not match the corresponding source.
 - If travel is for a meeting (not paid through Travel & Conference), you must attach proof of meeting such as an agenda.

NOTE: Mileage for regular employee commute (from home to work) is not reimbursable.

- Step 4: Print on white paper.
- Step 5: The form must be signed and dated by both the employee and their immediate supervisor.
- Step 6: Send the original copy with original signatures and any backup documentation to Fiscal Services. You may also want to keep a copy for your personal files.

All mileage expense forms should be submitted monthly.

The district's fiscal year is from July 1-June 30. Please do **NOT** combine fiscal years on one form (ie: June and July on one form).

All mileage for the fiscal year, including June mileage, must be turned in no later than the end of the first week in July. There will be no reimbursements for mileage turned in after the districts accounting books are closed, **NO EXCEPTIONS.**

Please allow up to two weeks for processing.