



# CHENEY SCHOOL DISTRICT

12414 S Andrus Rd.  
Cheney, WA 99004

## AFFIDAVIT OF MILEAGE

Employee \_\_\_\_\_

Month of \_\_\_\_\_ 20 \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Authorized Designee \_\_\_\_\_

Approval \_\_\_\_\_

FOR PROGRAM USE ONLY	
Budget Code	Amount
<b>Total</b>	

**Please note:** Form entries **must be typed** to calculate. Handwritten forms will be returned. See page two for additional rules and requirements.

Date	MILES	DESCRIPTION OF MILEAGE	Date	MILES	DESCRIPTION OF MILEAGE
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			<b>TOTAL MILEAGE</b>		

I hereby certify: the above itemized account for authorized travel mileage amounting to \$\_\_\_\_\_ is \_\_\_\_\_ correct and that no part of same has previously been received.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

# AFFIDAVIT OF MILEAGE REGULATIONS AND PROCEDURES

A. Form No. 502, titled Affidavit of Mileage, is to be used to report private car mileage.

**B. Authorization and Regulation:**

- a. Only employees to be reimbursed for travel expense within the school district are those designated by the Superintendent of Schools.
- b. Travel between the employee's home and school location is not reimbursable.
- c. Mileage reimbursement includes fuel and the wear and tear on your private car. The purchase of fuel is **never** allowed on a District Credit Card when using your personal vehicle.

**C. Procedures:**

- a. A claim for mileage should be submitted the first week of the month following the month in which the travel occurred. **Claims past 90 days will not be reimbursed. School Board Procedure No. 6213**
- b. This form is to be completed by the person making the claim and then be presented to his/her program director.
- c. The program director is responsible for completing Budget Codes and Amounts on the form. Upon his/her approval, he/she will forward it to the Business Office.

**D. Reimbursement:**

- a. An ACH Deposit, separate from the employee's payroll ACH Deposit, will be prepared on the next accounts payable payment date.
- b. This ACH Deposit will be automatically deposited in your banking account as provided to the Business Office.