We will continue with the quarterly collection and reimbursement process, and the submission deadlines remain as follows:

Mileage Incurred	Submission Deadline	Reimbursement Pay Date
July 1 - September 30	October 10	October 25 pay
October 1 - December 31	January 10	January 25 pay
January 1 - March 31	April 10	April 25 pay
April 1 - June 30	July 10	July 25 pay

Once you have recorded your mileage in the Excel form, please attach the Excel file to an Informed K-12 Mileage Reimbursement form. This ensures that any necessary approvals are obtained and directs it to the business office for reimbursement.

Please allow enough time for any required approvals in Informed K-12 so that your mileage reimbursement reaches the Business Office by the applicable submission deadline.

Requests received after the October 10, January 10, or April 10 deadlines will be processed with the next quarterly reimbursement cycle.

Please note that July 10 is the final deadline for mileage incurred through June 30. To ensure reimbursement, all prior fiscal year mileage must be received by the Business Office by this date.

If you have any questions, please reach out to Katrina Villasenor at kvillase@livoniapublicschools.org or 734-744-2584.