

Quarterly Mileage Reimbursement

You may use the mileage reimbursement forms to claim mileage to and from each of the meetings you have attended this quarter (April 1, 2009 – June 30, 2009). The County Auditor has requested that these requests be turned in quarterly. If you wish to submit for quarterly reimbursement, please provide a completed form to the Department by July 1st. June 30th is your last scheduled meeting for this quarter (2nd quarter 2009). Please use one form for multiple meeting nights. **Please only calculate the mileage to and from your home by using MapQuest.** This is the only acceptable method for determining mileage. The reimbursement rate for 2009 is \$0.55/mi.

