Wood County Educational Service Center

Mileage Reimbursement Form - Effective January 1, 2021

For the MONTH	l of:		
Date	Starting From:	То:	Miles
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	-	Total Miles:	
Employee PRINTED /	Name:	\$0.56	
Supervisor Signature:		Allowable:	\$

Miles from your home to your first work site & miles from your last work site to home are NOT reimbursable.

This form must be submitted to Melanie Feather, Accounts Payable Specialist, by the *first* payroll pay date of the month in order to be reimbursed on the second payroll pay date of the month.

Failure to submit this form MONTHLY forfeits reimbursement.