## **Wood County Educational Service Center**

## Mileage Reimbursement Form – Effective January 1, 2022

For the MONTH of:			
Date	Starting From:	То:	Miles
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	<del>(</del>	Total Miles:	
Employee PRINTED Name:		\$0.585	2
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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.