

MONTHLY MILEAGE CLAIM

Shasta County Office of Education
1644 Magnolia Avenue - Redding, Ca 96001

Employee Name

Non Employee Name

Employee Number

Address

Mileage Month

City, State Zip Code

Monthly Mileage Claims are due to Business Services by the 10th of the following month. Reimbursement of mileage claims received after the 10th may be delayed until the next monthly batch process.

Escape Key #	Date	Beginning At	Destination	Purpose	Miles
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

Total Miles for Month

Total Reimbursement

Reimbursement rate is the rate per mile that the IRS allows to be unreported as taxable compensation.
*Beginning **07/01/2022** mileage rate per mile =

↑	Escape Key		
	Resource ####	Program ####	Object ####
1			5211
2			5211
3			5211
4			5211

Alias	Amount
0####	\$

Admin Support Contact

Employee Signature

Supervisor Signature