

# Shasta County Office of Education

## Monthly Mileage Claim

---

1. Obtain the **Monthly Mileage Claim** form. This form is updated in January of each year to reflect the current reimbursement rate.
2. The following fields shall be completed:
  - a. **Employee Name** - Print driver's name
  - b. **Employee Number** - Enter Employee Number
  - c. **Mileage Month** - Enter the month the miles were driven
  - d. **Beginning At** - Enter beginning location
  - e. **Destination** - Enter ending location
  - f. **Purpose** - Enter purpose of the trip
  - g. **Miles** - Enter mileage from beginning to ending destination
  - h. **Total Miles for Month** - Enter total monthly miles
  - i. **Total Reimbursement** - Multiply mileage by current rate
  - j. **Escape Key** - Enter the Escape key(s) to be charged
  - k. **Employee Signature** - Employee Sign
  - l. **Supervisor Signature** - Obtain supervisor's signature
3. Retain copy and forward to Business Services for processing.
4. Please allow 14 days for processing. Checks will be mailed to employee's residence.

- Miles claimed on the Monthly Mileage Claim shall be non-conference related. Conference related mileage is to be claimed via the Conference Request, Advance and Claim Form.
- The employee's signature and supervisor signature must be obtained prior to requesting mileage reimbursement/submitting to Business Services for processing.
- Mileage shall be claimed monthly.
- Monthly Mileage Claims shall be received in Business Services by the 10<sup>th</sup> of the following month. Monthly Mileage Forms received after the 10<sup>th</sup> may not be processed until the next monthly batch process.
- Monthly Mileage Claims received by the 10<sup>th</sup> of the following month are processed on the 15<sup>th</sup>. If the 15<sup>th</sup> does not fall on a scheduled processing day, the next available processing date will be used. Checks print on Tuesday and Thursday and mailed the day of printing.

Example: reimbursement batches process on the 15<sup>th</sup>, checks print and mailed on the 17<sup>th</sup>. This would be the shortest possible turn around. The longest turn around would be to mail on the 21<sup>st</sup>, barring office closures and holidays. Business Services will make every effort to minimize delays when the office is closed for an extended period of time in observance of certain holidays.

Process Day	Monday		Tuesday		Wednesday		Thursday		Friday		Monday		Tuesday	
DAY	DATE	TASK	DATE	TASK	DATE	TASK	DATE	TASK	DATE	TASK	DATE	TASK	DATE	TASK
Monday	15	Process												
Tuesday	16		15	Process										
Wednesday	17		16		15	Process								
Thursday	18	Print/Mail	17	Print/Mail	16		15	Process						
Friday	19		18		17		16		15	Process				
Saturday	20		19		18		17		16		15			
Sunday	21		20		19		18		17		16		15	
Monday	22		21		20		19		18		17	Process	16	Process
Tuesday	23		22		21	Print/Mail	20	Print/Mail	19	Print/Mail	18		17	
Wednesday			23		22		21		20		19		18	
Thursday					23		22		21		20	Print/Mail	19	Print/Mail