

2025 - 2026 MILEAGE & EXPENSE REIMBURSEMENT

(DUE 1ST FRIDAY OF EACH MONTH TO YOUR SUPERVISOR)

REVISED AUGUST 2025

MONTH: NAME: POSITION:		ACCT # (REGULAR DUTY MILES):					TOTAL	:
		ACCT # (PD MILES):					TOTAL	.:
							="	.:
						AL:		
		<u>_</u>		TOTAL:				
				ACCT #:			TOTAL	.:
							CHECK TOTAL	.:
DATE	PLACE (ROUTE OF TRAVEL/START AND STOP)	PURPOSE (DESCRIBE REASON FOR TRAVEL/EXPENSE)	REGULAR DUTY MILES	PD MILES	MEALS	LODGING	SUPPLIES	DUES & FEES
	(NOOTE OF TRAVELOUS AND OTOLY							
		CUR TOTAL (FRONT RACE)						
		SUB TOTAL (FRONT PAGE)						
		SUB TOTAL (BACK PAGE)						
		GRAND TOTAL						
SIGNATURE		_		-	APPROVED			
	DATE	_		-		D	ATE	

DATE	PLACE (ROUTE OF TRAVEL/START AND STOP)	PURPOSE (DESCRIBE REASON FOR TRAVEL/EXPENSE)	REGULAR DUTY MILES	PD MILES	MEALS	LODGING	SUPPLIES	DUES & FEES
	3							
		SUB TOTAL (BACK PAGE)					