GRIDLEY UNIFIED SCHOOL DISTRICT Personally Owned Automobile Mileage Reimbursement

Please be sure you are using the correct form. This form is to be used to record travel on district business when no other expenses other than mileage and parking will be reimbursed. For all other travel, use the Travel/Conference Approval & Expense Form.

Please print c	learly.					
	Employee Name: Home Address:				_	
					-	
	City/State/Zip:				•	
	School / Site:				-	
	Budget Code:				_	
Travel	Destination				Parking	Total
Date	From	То	Travel Purpose		Fees	Miles
						0
			Total miles		\$	
				Parking Total Claim	<u> </u>	0
				TOTAL CIAIM	Ψ	
I hereby certify t	that I have used my persor	nal automobile to perform	official school district business.			
Signature of Employee Date			Signature of Admir	nistrator	-	Date