



SAN LEANDRO UNIFIED SCHOOL DISTRICT MONTHLY MILEAGE EXPENSE CLAIM FORM FOR 2023

Each employee of the San Leandro USD who is eligible for reimbursement for mileage expense must fill out this form. **It must be submitted to the Business Services Office by the second Tuesday of each month** following the month which the expense was incurred. Retain a copy for your file. Attach any original miscellaneous receipts, bridge toll, etc.

Employee ID # _____

Print Name _____ **School or Department** _____

Current Mailing Address _____ **(Must be completed)**

The following expenses were incurred during the month of (circle) _____

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Authorized Mileage <i>Within</i> District				Authorized Mileage <i>Outside</i> District				Other Authorized Expense			
Date	Destination (to/from)	Mileage	Date	Destination (to/from)	Mileage	Date	Destination (to/from)	Mileage	Date	Description	Cost
1			17								
2			18								
3			19								
4			20								
5			21								
6			22								
7			23								
8			24								
9			25								
10			26								
11			27								
12			28								
13			29								
14			30								
15			31								
16											

Total Miles Within District	0 Mi.	0.655	\$0.00	Notes:
Authorized Mileage Outside District	0 Mi.	0.655	\$0.00	
Total of Other Authorized Expense			\$0.00	
		Total Claim	\$0.00	

Signature: _____ **Date:** _____

Budget Number: _____

Approved Principal/Dept. Head: _____ **Date:** _____

Superintendent or Designee: _____ **Date:** _____