The Arc Allegany-Steuben

Mileage Reimbursement Form

Mileage is charged at $0.50 per mile

Date	NATURE OF EXPENSE	Did you request agency vehicle?		Cost Center Charged	# of Miles	Reimbursed Amount
		YES	NO			
	(Be sure to attach all receipts, if applicable)			TOTAL		

Originator (printed): _____

Originator (signature): _____ Date: _____

Program Director/Coordinato _____

Accounting (cost centers verified): _____

Administration: _____