

# MILEAGE REPORT CLAIM

## INSTRUCTIONS:

1. This form is for reimbursement of mileage and parking related to the use of your personal vehicle while on approved SMC business.
2. Fill out the form, attach all receipts and have your department chair or manager approve the form and forward it to Accounts Payable for processing. Claims will be processed within ten (10) working days of receipt in Accounts Payable. Please submit your claim forms **no later than ten (10) working days** from your Date of Claim.
3. The mileage rate is determined annually on January 1<sup>st</sup> by the Los Angeles County Office of Education and is based on the standard rate set by the IRS. **Do not put conference expenses on this form.**

CLAIMANT INFORMATION									
Name (Last, First, MI)			Department/ Extension			Date of Claim			
Mailing Address			City, State, ZIP						
REIMBURSEMENT									
Rate Per Mile			Total Mileage		Account Number			Total Amount	
No.	Date	Nature of Required Car Use	Location From		Location To		Parking	Mileage	Reimbursement
1									
2									
3									
4									
5									
6									
7									
8									
9									
<b>Total Reimbursement</b>									
DEPARTMENT APPROVAL									
I hereby certify that the miles traveled and the amount claimed are actual; that they were expended in the performance of official college business and that no prior claim has been made for any portion thereof.									
Claimant Signature					Date				
I hereby certify that the above travel was authorized.									
Department Head or Manager's Name			Signature		Date				
ACCOUNTS PAYABLE USE									
Encumbrance			Account Number						Amount

### MILEAGE REPORT CLAIM

Please attach original receipts and/or affix receipts to this page.

#### CLAIMANT INFORMATION

Name (Last, First, MI)

Department/ Extension

Date of Claim

Item No.



ABC Park LTD  
Address 1  
Address 2

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PARKING RECEIPT  
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CAR PARK: CAR PARKING  
DATE: 3/15/12 10:07:00 AM  
FROM: 3/15/12 09:06:44 AM  
TO: 3/15/12 10:06:44 AM  
  
PAID \$ 5.00  
V.A.T \$ 0.50

THANK YOU AND DRIVE SAFELY!