

CCS EMPLOYEE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

65.5 cents per Mile Effective January 1, 2023-December 31, 2023

Name: _____

Program: _____

Important New Notice:

- *Mileage reimbursement requests must have the following appropriate documentation included:
Actual odometer readings, beginning & ending destination and purpose.
- * Mileage reimbursement is subject to program funds availability and **CCS reserves the right to not reimburse.**
- * Mileage from employees' home to **CCS designated** work site, is **NOT** reimbursable.

Date	Beginning Odometer Reading	Ending Odometer Reading	Starting Point, All Destinations, & Ending Point / Purpose of Destinations	Total Miles Driven

Total Miles _____

Total Reimbursement _____

Your signature _____ Date _____

Employee Certification: I hereby certify that the information I have provided on this form is true and correct to the best of my knowledge.

Program Approval _____ Date _____

Approval Certification: I hereby certify that I have reviewed the above mileage request for reasonableness and authorized program funding expenditure.

Mileage is allocated according to payroll allocations.