

Mileage Reimbursement Procedures for all Staff Members:

Approved **Mileage** claims will be reimbursed as long as they are submitted to the business office by the 15th of the month following the month the travel occurred. Example: January **mileage** will be due in the business office by February 15th...February **mileage** will be due by March 15th and so on.

Claims submitted after the 15th of the subsequent month will not be reimbursed.