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.