

**CUYAHOGA HEIGHTS SCHOOLS
MONTHLY EXPENSE REPORT**

PO#:

Name:

Expenses for the month of:

ONLY ONE MONTH'S EXPENSES PER FORM, PLEASE

DATE	ACTUAL MILES DRIVEN (ATTACH MAPQUEST/ GOOGLE MAPS OF YOUR TRIP START TO END)	YOUR NORMAL DAILY COMMUTE (FOR WORKDAY TRIPS THAT DON'T BOTH START AND END AT WORK)	TOTAL MILES	TOTAL MILES X .67/MILE (AS OF 1/1/24)	OTHER EXPENSES	TRIP START AND END POINT (E.G. HOME TO ESC TO WORK)	REASON FOR TRIP (E.G. BASKETBALL GAME ADMIN COVERAGE)
SUBTOTALS							
TOTALS:						GRAND TOTAL:	

*Attach Mapquest/Google Maps for your entire trip start to end (e.g. home to meeting to work)
 *Attach Mapquest/Google Maps for your normal commute to work, when applicable
 *For trips that start and end at work (e.g. ESC meeting on a work day) or non-workday trips (weekend) - do not subtract your normal commute mileage
 *Attach original, itemized receipts for other expenses

Employee Signature: _____ **Date:** _____



CUYAHOGA HEIGHTS SCHOOLS

Treasurer's Department Administrative Guidelines for Travel/Mileage Reimbursement

(condensed for Monthly Mileage form)

- *All reimbursable travel must serve a proper public purpose and should have prior authorization and a Purchase Order.*
- *You should never request to be reimbursed for mileage you did not travel or expenses you did not incur. You should only request to be reimbursed for mileage you actually traveled - for work - above and beyond your normal commute and allowable expenses you actually incurred.*

MILEAGE:

1. Mileage will be reimbursed at the current IRS rate.
2. Following IRS Regulation 1.262-1(b) (5): mileage reimbursement cannot include your normal commute to/from work.
3. Submit Mapquest/Google Maps for:
 - a. The actual route you took for the work related trip.
 - b. And your normal commute to/from work.
 - c. Deduct your normal commute mileage from the total trip mileage and submit.
 - d. Personal stops cannot be included.
4. If you car-pooled with someone to a work related trip/destination, do not submit for mileage reimbursement unless you were the driver, using your personal vehicle.
5. Do not submit for reimbursement for the trip back to school, if you did not return to school.
6. For Monthly Mileage reimbursement, which is for work related trips not involving Professional Conferences, you should have a Purchase Order dated before your travel dates. At the end of each month, fill out a mileage form and submit it for reimbursement. Do not submit for several months at once or for partial months.