

Pasadena Unified School District

MILEAGE PROCEDURES

School Site/Department:

“Consultants”

- Completes “Mileage Report” form including signatures from claimant and administrator or supervisor.
- If traveling outside school district attach documentation of actual mileage (Map quest/Yahoo).
- If traveling within school district attach documentation of actual mileage (School Map).
- Submits the completed packet to the Accounting Department.

“School District Employee”

- Completes “Mileage Report” form on a monthly basis including signatures from claimant and administrator or supervisor.
- If claiming mileage for a conference, note the Green Sheet # (found on weekly emailed spreadsheet prepared by Budget) on the mileage form. Reminder: mileage must be noted on the original Green Request and “Authorization of Conference Attendance” form or an amendment to it must be submitted.
- If traveling outside school district attach documentation of actual mileage (Map quest/Yahoo).
- If traveling within school district attach documentation of actual mileage (School Map).
- Submits the completed packet to the Accounting Department.

Accounting Department:

- Receives the reimbursement packet with all attachments.
- Processes payment to employee.
- Forwards check to school site/department.