



Mileage Reimbursement Forms

All forms submitted must include the following **BASIC** information:

- 1) Completed in pen.
- 2) Signed by customer.
- 3) Job Seeker ID.
- 4) Attach student class schedule; start and end dates must be included along with days of the week attending training (if applicable).
- 5) If applicable, days not included in class schedule must be documented clearly and verification may be required; (example: attending lab required, study group, etc.)
- 6) Round numbers up. **DO NOT USE TENTHS**
- 7) Beginning odometer plus total round trip mileage equal ending odometer reading.

Note: Mileage submitted past TWO (2) months will NOT be reimbursed.