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.