

**CHENEY SCHOOL DISTRICT**

520 Fourth Street  
Cheney, Washington 99004

**AFFIDAVIT OF MILEAGE**

If Mileage claim is related to travel outside the district for workshop or conference, 501 must be completed before mileage will be reimbursed.

Claimant \_\_\_\_\_ Month of \_\_\_\_\_ 20\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Authorized Designee Approval \_\_\_\_\_

Budget code(s) must be provided along with supervisor signature or it will be returned to school secretary.

FOR PROGRAM USE ONLY	
Budget Code	Amount
Program Director Signature	

(See regulations and procedures on back. THESE MUST BE FOLLOWED.)

DAY	MILES	DESCRIPTION OF MILEAGE	DAY	MILES	DESCRIPTION OF MILEAGE
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			TOTAL MILEAGE		

Example:  
Betz to WMS or  
Betz-WMS-Betz or  
Salnave - Yakima ESD  
for Title I training

If travel other than school to school, please provide short description of travel reason.

We check mileage with either the School mileage chart for school-to-school or on MapQuest or Google Maps for other travel.

If you use the correct fillable form on the district site, it will total the mileage and mileage reimbursement amount for you.

I hereby certify the above itemized account for authorized travel mileage amounting to \$ \_\_\_\_\_ is correct and that no part of same has been received.

Date \_\_\_\_\_

Claimant \_\_\_\_\_  
(Signature)

## AFFIDAVIT OF MILEAGE

### REGULATIONS AND PROCEDURES

1. Form No. 502, titled Affidavit of Mileage, is to be used to report private car mileage.
2. Authorization and Regulation:
  - a. Only employees to be reimbursed for travel expense within the school district are those designated by the Superintendent of Schools.
  - b. Travel between the employee's home and school location is not reimbursable.
3. Procedures:
  - a. A claim for mileage should be submitted the first week of the month following the month in which the travel occurred.
  - b. This form is to be completed by the person making the claim and then be presented to his/her program director.
  - c. The program director is responsible for completing Budget Codes and Amounts on the form. Upon his/her approval, he/she will forward it to the Business Office.
4. Reimbursement:
  - a. A District vendor warrant, separate from the employee's payroll warrant, will be prepared on the next accounts payable payment date.
  - b. This warrant will be mailed directly to the employee's home address unless other arrangements have been made with the Business Office.

NOTE: Due to uncertainties in postal and data processing services, the receipt of these warrants may be delayed accordingly.