

Veteran's Directed Mileage and Reimbursement Form

An employee is only eligible for mileage and reimbursements if these items are indicated in the Service Coordinator's service plan and are listed on the Veteran's budget.

Veteran information

Name:

Veteran ID:

Check payable to (Employee or vendor information)

Name:

Social Security number:

Date	Description (for mileage also include the destination)	Odometer Start (for mileage)	Odometer Stop (for mileage)	Total Miles Driven (for mileage)	Reimbursement rate (if applicable)		Amount owed	
					X		=	
					X		=	
					X		=	
					X		=	
					X		=	
					X		=	

In order to be processed, this form must:

- Be signed and dated by the employee and employer (Veteran)
- Have receipts attached for any reimbursements (Receipts are not necessary for mileage reimbursement)
- Be submitted by the 7th and 22nd of the month to be paid by the 15th/last day of the month

Employee's signature

Date

Employer's (Veteran) signature

Date

