LAKES REGION COMMUNITY SERVICES
Engage. Empower. Inspire.

PAGE _____ OF _____

Employee:	
Manager Approval:	
Week Ending:	

READ THESE INSTRUCTIONS

CHOOSE A METHOD: Standard Miles: There is a Chart Available in the Business Office Forms Folder or from your supervisor with standard mileage to and from selected locations. If using this, employee may just enter "Total Miles" and not odometer readings. **Actual Mileage**: For this method the employee must enter beginning and ending odometer readings.

ENTER MILEAGE: PAGE ONE: Enter all Agency mileage as cost center 998, Staffworks, SEP, SIL, Residential, anything EXCEPT what goes on PAGE TWO: Enter all SDS, IHS, Individual budgets, and Elderly (238, 441, 451, 524, 698, 699, 799)

DATE	COST CENTER	PURPOSE	Check if Using Standard Mileage	BEGINNING ODOMETER	ENDING ODOMETER	TOTAL MILES
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
	998					0.00
		TOTAL MILEAGE				0.00
		TOTAL REIMBURSEMENT ($0.42 PER MILE)				0.00

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DATE	COST CENTER	PURPOSE	Check if Using Standard Mileage	BEGINNING ODOMETER	ENDING ODOMETER	TOTAL MILES
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
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						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
		TOTAL MILEAGE				**0.00**
		TOTAL REIMBURSEMENT ($0.42 PER MILE)				**$ -**