

# NATOMAS CHARTER SCHOOL MONTHLY MILEAGE/EXPENSE CLAIM



NAME: \_\_\_\_\_ MO/YR \_\_\_\_\_

SCHOOL/PROGRAM: \_\_\_\_\_

DATE	NOT TO EXCEED				MILES	EXPLANATION
	BREAKFAST 12.00	LUNCH 15.00	DINNER 20.00	OTHER		
TOTAL						MILES @ *0.405 = _____ MEALS _____ OTHER _____ TOTAL _____

I HEREBY CERTIFY THE ABOVE TO BE TRUE AND AN ACCURATE ACCOUNT OF MY ACTUAL EXPENSES FOR THE PERIOD INDICATED.

\_\_\_\_\_  
SIGNATURE OF CLAIMANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROGRAM COORDINATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL/DIRECTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BUDGET APPROVAL

\_\_\_\_\_  
DATE

\*.0405/mile became effective January 1, 2006. Any claim prior will be calculated at the rate of 0.485/mile.

\*\*NOTE ON MILEAGE: Total mileage claimed should be the difference between your regular round trip commute to and from work and your round trip mileage to and from the workshop or conference.