

Expense Reimbursement for Mileage, Phone, Copies, Postage, Materials and Miscellaneous

SM Submit to: Shana Fisk 15986 Ludlow Ln. Fontana, CA 92336
OG/SS Submit to: IEM 1166 Broadway Ste. Q Placerville, CA 95667

Check one: Certificated Classified IEM Employee

Date: _____

Employee Name: _____ School _____

Employee Address _____

Employee Telephone Number _____ ES # _____

Travel Expenses/ Payment for working at locations other than the employees work site:

For non-exempt employees only—If an employee reports to the regular workplace and is then required to travel to another site to work, travel time to the assigned workplace must be paid (if this occurs during your normal work time no additional payment above your normal wages will be paid.) When an employee is required to report to a work site other than the regular site, and goes directly to that site without first going to the regular site, the employer must pay the employee travel time for any time in excess of the employee's normal commute time to and from the regular site. Example: Home to regular work site 35 minutes, Home to non-regular work site 60 minutes time owed the employee would be 25 minutes. These 25 minutes is the amount of time in excess of the normal travel time each way for a total additional 50 minutes. If travel time in either direction or travel time and work time exceeds eight hours in a workday, the employee must receive travel pay at one and one-half times the weighted average of his/her regular pay rate and the travel time rate, if any. For current mileage rate visit: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>

DO NOT USE THE FOLLOWING FOR REGULAR ES DUTIES, MONTHLY REIMBURSEMENT STIPENDS ARE PAID THROUGH THE PAYROLL DEPARTMENT

Check one: Administrative duties Professional Development Other _____
Please Specify

Total Miles _____ X IRS rate per mile _____ Total \$ _____ Cost
Cost Center _____ Object code _____
Attach Mileage Trip Record

Phones Total \$ _____ Cost
Cost Center _____ Object code _____
(Attach Phone Bill)

Copies Total \$ _____ Cost
Cost Center _____ Object code _____
Attach Receipt to a Receipt Submission Form

Postage Total \$ _____ Cost
Cost Center _____ Object code _____
Attach Receipt to a Receipt Submission Form

A RAF IS REQUIRED FOR THE FOLLOWING:

RAF is found on school web site, go Generic forms, then employee Professional Development & Mileage Total \$ _____

Materials & Supplies Total \$ _____
Attach Receipt to a Receipt Submission Form

Other Expenses (Admin. Only) Total \$ _____
Attach Receipt to a Receipt Submission Form

Employee Signature _____ **Date** _____

Authorizer Signature _____ **Date** _____