2024 MILEAGE CLAIM FORM

Glendale Community College District
Accounting Department
1500 No. Verdugo Road, Glendale, CA 91208

A minimum of 200 total aggregate miles is required to submit a request. Less than 100 aggregate miles should be submitted before the end of the fiscal year.

PLEASE PRINT OR TYPE:	PERIOD CLAIMED:	THROUGH:
Name:	Work Location:	
Position:		

Account Number: FUND (2) __ PROGRAM (4) __ SUB PROGRAM (1) __ TOPS (6) __ OBJECT (4)

DATE	TRAVEL FROM	TRAVEL TO	CHECK IF ROUND TRIP	MILES

	Total miles, this sheet:	
Signature of Claimant Date	Total miles from Continuation sheets:	
Print Name:	**Total miles claimed:**	
	Parking (Attach receipts):	
Signature of Department Head Date	Total Miles x Rate @ 67.0 cents per mile	
Print Name:	**Total Claim:**	