

Paradise Service Associates (PSA) Mileage Log and Reimbursement Form

Person requesting reimbursement (Print): _____

Process for reimbursement:

1. Request reimbursement form from committee chair or president
2. Fill out mileage reimbursement request form completely (use separate lines for each receipt/add pages if necessary) and attach receipts
3. Submit reimbursement request to committee chair or president for approval
4. Committee chair will review and sign to approve, then forward to the president for level 2 approval
5. Committee chair or president will designate which account the expense will be charged (refer to budget)
6. President and 1 other board officer will review and approve
7. After approval, reimbursement request will be submitted to NW Water for payment
8. NW Water will forward check to President for signatures (2 officers required) and mailing

Mileage expense is to be charged to _____ (general, park or water)

Date	Start Location	Destination	Purpose of Trip	R/T mileage	Rate \$.53.5	\$ Amount (miles x rate)

Total

Signature of person requesting reimbursement and date: _____

Committee Chair approval signature & date

PSA Board Officer approval signature & date

PSA Board Officer approval signature & date

For Official Use only:

Date reimbursed:

Check #: