ORION ASSOCIATES | Meridian SERVICES | Zenith SERVICES

Mileage and Expense Reimbursement

Employee | Email | Payroll Start Date | Payroll End Date 01/00/0000

Supervisor's email | ○ Meridian ○ Orion Associates ○ Zenith

Date	Starting Location	Miles	Destination	Miles	Destination	Miles	Destination	*Less 25 to/from	Total
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
								0.00	0.00
Rate per mile 0.48		0.00		0.00		0.00		0.00	0.00

*Management Staff and Program Specialists: Mileage to and from your normal work site is never reimbursable; however, when your first or last work site is other than your normal place of work, and the mileage to and from that work place is over 25 miles (one way), the mileage is considered reimbursable. **Inaccurate or incomplete expense sheets will be returned for corrections, which may result in delay of payment **Receipts more than 90 days old will not be reimbursed per company policy.

Expenses | Date	Meals	Program & Therapy	Training & Conf	Parking	Other	Comments	
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
	0.00	0.00	0.00	0.00	0.00		0.00

Total Reimbursed $ 0.00

Total Mileage $ 0.00

Total Expense $ 0.00

Add comments here

Employee

Supervisor

Attach Receipts

Submit

Version 1.1 10/30/2018

Instructions for manually attaching receipts to this PDF