

CASS COUNTY MILEAGE/MEAL REIMBURSEMENT FORM

Employee:

Date:

All mileage will be based on starting at Harrisonville to destination for the use of employee's personal auto for County use. A flat # of miles will be used to reimburse employees per trip. Please also include a map printout confirming mileage. Mileage for the following cities from Harrisonville will be used as follows:

Jefferson City, MO - 138 miles one way
Columbia, MO - 135 miles one way
St. Louis, MO - 257 miles one way
Kansas City, MO - 37 miles one way

Tan Tar A - 127 miles one way
Springfield, MO - 130 miles one way
Branson, MO - 174 miles one way
Independence, MO - 40 miles one way

Date	Details	Description	Miles	\$0.725 per Mileage Allowance	Breakfast	Lunch	Dinner
	To						
	Purpose						
	To						
	Purpose						
	To						
	Purpose						
	To						
	Purpose						
	To						
	Purpose						
	To						
	Purpose						
SUBTOTAL							
						TOTAL	

I affirm that the preceding claim is correct and just, that the expense was necessary to the public business of the county and is within the guidelines in the General Personnel Policies Manual, that payment has been made from personal funds or advances and that I have not been reimbursed therefore, and I have not received and will not receive from any source whatever, any payment or any part thereof as provided by law.

Employee Signature:

Supervisor Signature: