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**Paddington Station Preschool • MILEAGE REIMBURSEMENT FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Requested: |  | | |
| Make Check Payable To: | |  | |
| **MAIL CHECK TO MY HOME:\_\_\_\_\_\_** | | | **PLACE CHECK IN MY PADDINGTON MAILBOX: \_\_\_\_\_\_\_** |
| Home Address: | | | |

***List mileage for each date below and attach Google Maps showing the mileage from Paddington.***

|  |  |  |
| --- | --- | --- |
| **DATE** | **MILEAGE (from Paddington)** | **Purpose** |
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| --- | --- | --- | --- |
| Approved by : |  | Date: |  |

***Submit this form to Michele in the Business Office before September 14. If you are issued a reimbursement check, please***

***cash or deposit immediately. If you lose your first reimbursement check, we can issue you another check minus $25.00..***