

Year End Reminders

When submitting claims for mileage reimbursement, please remember the following:

- ❖ Mileage claims are due the last day of each month. The deadlines noted below includes a grace period for computer issues, vacation and other events. Mileage reimbursement claims not submitted by the deadline will be denied. No exceptions.
 - April deadline = 5/8/18
 - May deadline = 6/7/18
 - June deadline = 7/6/18*

*The June deadline will be 7/6/18. Please disregard earlier communication moving the June deadline.
- ❖ You must give the reason for your mileage in the comment section.
- ❖ Include the complete address for all non-SCS locations.
- ❖ You can only submit one claim per month with only one month included on the claim