

Lorain City Schools

Mileage Reimbursement Form Submission Due Dates

At times employees may be required to use their personal car for business purposes. Reimbursement for the operating expenses of the car will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS. To qualify for mileage reimbursement, you must submit proper documentation on a quarterly basis. Submissions should be within two weeks following the end of the quarter. Requests that are submitted untimely, will not be reimbursed.

Submission timeline:

Qtr 1: July - September

Due: 2nd Friday in October

Qtr 2: October - December

Due: 2nd Friday in January

Qtr 3: January - March

Due: 2nd Friday in April

Qtr 4: April – May (Partial)

Due: 2nd Friday in June

Qtr 4: June (Partial)

Due: 2nd Friday in July