

TO: All Employees and Foster Parents
 FROM: Mark Miller
 DATE: December 28, 2007
 SUBJECT: Schedule of Mileage Reimbursements for 2008

Invoice Month	Date Due	To Auditor's Office	County Commission Meeting	Employees Receive Check*
December-07	1/4/08	1/10/08	1/15/08	1/18/08
January-08	2/5/08	2/13/08	2/19/08	2/22/08
February-08	3/5/08	3/13/08	3/18/08	3/21/08
March-08	4/3/08	4/10/08	4/15/08	4/18/08
April-08	5/5/08	5/15/08	5/20/08	5/23/08
May-08	6/4/08	6/12/08	6/17/08	6/20/08
June-08	7/3/08	7/10/08	7/15/08	7/18/08
July-08	8/5/08	8/14/08	8/19/08	8/22/08
August-08	9/4/08	9/11/08	9/16/08	9/19/08
September-08	10/3/08	10/16/08	10/21/08	10/24/08
October-08	11/5/08	11/13/08	11/18/08	11/21/08
November-08	12/3/08	12/11/08	12/16/08	12/19/08
December-08	1/6/09	1/14/09	1/19/09	1/22/09

Mileage reimbursement rate is \$.48 per mile effective July, 2007.

In order for mileage to be paid by the earliest possible date, travel expense reports must be submitted by the due date. Mileage is required to be submitted no later than two months from the mileage month. For example: January 2008 mileage will not be accepted after March 5, 2008. Supervisors must approve and submit reports to the Accounting Office prior to the due date.

Please allow extra days if check is mailed.

Training expense reports are to be completed and given to your supervisor after arriving back at the agency. This will enable your supervisor to sign and return to Karena Clay as soon as possible to avoid any delays in payment.

If any deviation is required from this schedule, we will make every attempt to notify you as soon as possible.

If you have any questions, please feel free to call Jean Chepp or myself.

cc: Bob Suver