



PO Box 991 ✕ Sterling, IL ✕ 61081  
 www.sterlingmunicipalband.com

*Jon P. James, Director*

## MILEAGE REIMBURSEMENT

### GUIDELINES FOR MILEAGE REIMBURSEMENT

1. To qualify for mileage reimbursement, you must live more than thirty (30) miles from Sterling IL.
2. Only the driver may receive mileage reimbursement – no reimbursement is available for passengers.

*Please complete and return this form to the Personnel Manager at the last event of each month.*

Name \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date	Total Roundtrip Miles	Subtract 60	New Total	Flat Rate (see below)
		- 60		
		- 60		
		- 60		
		- 60		
		- 60		
		- 60		
		-60		
		- 60		
		- 60		
		- 60		
		- 60		
		- 60		
		- 60		
			<b>Grand Total &gt;</b>	

### FLAT RATE SCHEDULE

1 to 20 miles	\$5	41 to 60 mi	\$15	80 to 100 mi	\$25
21 to 40 mi	\$10	61 to 80 mi	\$20	>100 mi	\$30