HIGHLAND TOWNSHIP EXPENDITURE REPORT

Date of Expense	# of Miles *	Other Expense $	Description of Event and Department to Expense:	GL Account #

* To be reimbursed for mileage, employees must submit a printed map from an online map service to show the number of miles travelled. Commuting from an employee's residence to the Township Hall is not eligible for reimbursement. Mileage reimbursement for travel is calculated starting from the Township office.

Total Miles:

X Mileage Reimbursement Rate: = $0.70 per mile for 2025

$

Total Other Expenses:

$

Total Reimbursement:

$

Employee Name:

Employee Signature:

Department Head/Official Signature:

Date: