



## Mileage & Tolls Reimbursement

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address (only if new): \_\_\_\_\_

Date	Miles	Tolls*	Description of Travel	Rate \$.55	Cost Center	Service Type
				\$ 0.00		<input type="checkbox"/> RES/IHS <input type="checkbox"/> CPS <input type="checkbox"/> CSS <input type="checkbox"/> SEP
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<b>Total</b>	0.00	\$ 0.00	<b>Total Mileage and Tolls</b>	\$ 0.00		

Check Amount \$ 0.00

Requested By: \_\_\_\_\_ Approved By: \_\_\_\_\_  
*Family Managed Employee Signature* *Family Managing Supervisor Signature*

**Service Types:**

RES/IHS = Residential/In Home Supports CPS = Community Participation Services CSS= Community Support Services SEP = Supported Employment

**Reimbursement Requirements:**

- \*For toll reimbursement, the receipt must be attached
- Request must be signed by the employee and supervisor
- Requests received after 3:00 pm Monday will be processed the following Friday (not current week)
- Fiscal year ends June 30<sup>th</sup> and all requests must be submitted by the first week of July
- Driving must have occurred while working, so all dates must have corresponding payroll hours
- Employee is responsible for updating their current valid driver’s license and current vehicle insurance with Gateways Community Services Human Resources. If an employee fails to provide documentation, any mileage reimbursement requests will be suspended until such documentation is received by Human Resources. Once current records are verified, approved mileage reimbursements will be processed.

**Below for Finance Office Use Only**

Account Number: \_\_\_\_\_ Date Posted: \_\_\_\_\_

RES/IHS 7407, CPS 7410, CSS 7402, SEP 7409

*Gateways Community Services requires original signatures on all time sheets, mileage and expense reimbursement, respite reimbursement forms.*

**PDF Fillable Form Instructions – Acrobat Reader Required**

1. Complete all applicable areas
2. Double check calculations
3. Print completed form
4. Sign completed form
5. Submit to Gateways for payment via methods listed below

**Timesheets and reimbursement forms may be submitted five ways:**

1. Dropped off at the front desk during regular Gateways business hours (Monday through Friday 8:30am-4:30pm)
2. Dropped in the red drop box **after** business hours (located in the back of the building near the ramp entrance doorway)
3. Faxed to 603-889-5460
4. Signed, scanned and emailed to [cdsclaims@gatewayscs.org](mailto:cdsclaims@gatewayscs.org)
5. Mailed in an envelope to:

Gateways Community Services  
144 Canal Street  
Nashua, NH 03064

PLEASE MARK ALL ITEMS WITH THE NAME OF THE PERSON THAT NEEDS TO RECEIVE THEM AT GATEWAYS. THANK YOU.