

# Mid-Columbia Council of Governments Transportation Network

802 Chenoweth Loop RD, The Dalles, OR 97058 ~ Phone: 1-877-875-4657 ~ [mileage@mccog.com](mailto:mileage@mccog.com)

## Mileage Reimbursement Verification Form

Verification must be sent within 45 days from date of appointment to be eligible.

RECEPTIONIST: Please fax this completed form to: **1-855-541-1517**. Reimbursements can take up to 30 days to process, please wait 30 days before calling about your reimbursement.

**\*\*PLEASE DO NOT CUT THIS FORM or ATTACH STICKY NOTES or STAPLES\*\***

**\*\*\*IF YOU RE-USE THIS FORM, MARK "paid" OR AN "X" THROUGH THE APPOINTMENTS ALREADY SENT IN, FAILURE TO DO SO COULD RESULT IN OVERPAYMENT OR A DENIAL\*\*\***

Client First & Last Name: \_\_\_\_\_ Month: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Appointment with:	Appointment Date:
Address:	Appointment Time:
STAFF Signature upon departure:	
Departure time:	

Appointment with:	Appointment Date:
Address:	Appointment Time:
STAFF Signature upon departure:	
Departure time:	

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Address:	Appointment Time:
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Address:	Appointment Time:
STAFF Signature upon departure:	
Departure time:	

**PLEASE DO NOT SEND IN REIMBURSEMENTS ONE AT A TIME IF YOU HAVE MORE THAN ONE APPOINTMENT IN A MONTH. WE CAN PROCESS ALL YOUR REIMBURSEMENTS QUICKER WHEN SENT AT ONCE.**