GECS
Genesee Education Consultant Services

MILEAGE REIMBURSEMENT PROCESS

NOTE TO EMPLOYEE:
- Please make sure GECS has a copy of your proof of CURRENT car insurance
- One month PER reimbursement page

If these steps aren't followed, the form will be sent back to the employee which will cause a delay for reimbursement.

Legend:
- Employee
- Employee Supervisor
- CEO
- GECS Human Resources
- Accounts Payable

Employee completes
TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM
& submits to supervisor for signature approval

Supervisor verifies dates and miles on form & signs to approve (and references a P.O./Acct# if needed) and sends to GECS via email: contactus@gecs-inc.org
-OR- Fax: (810) 720-4341

GECS verifies copy of current car insurance

No Current Car Insurance

Contacts Employee until current car insurance is received

Current Car Insurance

Gives to CEO to sign

CEO signs and sends to Accounts Payable

Accounts Payable cuts checks and mails to employees address on file.

If you have any questions about the **TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM**, please call GECS at (810) 396-1100