

SOUTHWEST METRO INTERMEDIATE DISTRICT #288

4601 Dean Lakes Blvd.
Shakopee, Minnesota 55379

**MILEAGE PAY SCHEDULE
2022 - 2023**

All mileage/claim forms must be completed, **submitted to your supervisor for signature(s) and coding** and then Accounts Payable by the cut-off date listed below. If the deadline is missed, you will not be paid until the following month's Board Meeting.

REMEMBER! * Allow time for these steps. *****

Mileage/Claim forms must be **RECEIVED IN THE ACCOUNTS PAYABLE OFFICE** by the cut-off date!

Checks will be mailed the day after each Board Meeting

CUT-OFF DATES

BOARD MEETING DATES

July 5, 2022

No July Board Meeting

August 5, 2022

August 16, 2022

September 6, 2022

September 20, 2022

October 7, 2022

October 18, 2022

November 4, 2022

November 15, 2022

December 6, 2022

December 20, 2022- Tentative

January 6, 2023

January 17, 2023

February 6, 2023

February 21, 2023

March 6, 2023

March 21, 2023

April 7, 2023

April 18, 2023

May 5, 2023

May 16, 2023

June 8, 2023

June 30, 2023

Fiscal Year End

**Follow IRS guidelines for mileage rate
Submit mileage on a MONTHLY BASIS**