JACKSON R-2 SCHOOL DISTRICT MILEAGE REPORT

This report is for auditing purposes of all mileage which is reimbursable by the school district. Round trip ileage from Jackson to: Gordonville-10 miles; Millersville-18 miles; North Elementary-10 miles. Beginning and ending of day mileage is not reimbursable. Other reimbursable mileage is to be recorded in the proper space with a statement in the REASON column justifying the travel. Mileage reimbursement is based on 45¢ per mile.

Name: _____ Department: _____ Month: _____

Date	Miles	Destination	Reason for Travel

TOTAL MILES: _____ EMPLOYEE SIGNATURE: _____

APPROVED BY: _____ DATE: _____

BUILDING CODE: _____