

**Logan Elm Local School District  
Monthly Mileage Report**

Submitted to Treasurer of the Board of Education for the month of \_\_\_\_\_, 20 \_\_\_\_, for employees who are paid mileage for school business trips. Effective February 1, 1990, employees must record odometer reading in order to be reimbursed for mileage.

Day Of Month	Beginning Odometer Reading	Ending Odometer Reading	Place Visited	Purpose of Trip	Daily Mileage

Administrator \_\_\_\_\_

Employee \_\_\_\_\_

Total Mileage	
Mileage Rate	\$ 0.625
Total Mileage Cost	
Add Meal and Parking Expenses (Attach Receipts)	

Amount to be reimbursed

**Note: When submitting to Treasurer for payment, form must be signed by an administrator.**