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	١,	Daily Mileage
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			Total Mileage		
Administrator			Mileage Rate	\$	0.67
			Total Mileage Cost		
P 1			Add Meal and Parking Expenses (Attach Receipts)		
Employee					

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

Amount to be reimbursed