

## 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.

[illegible]

Administrator

Employee \_\_\_\_\_

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

Total Mileage  
Mileage Rate  
Total Mileage Cost

\$	0.67
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Add Meal and Parking Expenses (Attach Receipts)

Amount to be reimbursed