

## 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 \_\_\_\_\_

Total Mileage	
Times \$0.70 per mile	
Total Mileage	
Add Meal and Parking Expenses (Attach Receipts)	
Amount to be reimbursed	

\$ 0.70

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