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
		I		Total Mileage	1
Administrator				Times \$.625 per mile	\$ 0.625
				Total Mileage	φ 0.023
				Add Meal and Parking Expenses (Attach Receipts)	
Employee				Amount to be reimbursed	

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