Logan Elm Local School District
Monthly Mileage Report

Revised January 2018

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

Total Mileage	
Times $0.545 per mile	$ 0.545
Total Mileage	
Add Meal and Parking Expenses (Attach Receipts)	
Amount to be reimbursed	

Administrator _____

Employee _____

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