

GARAWAY LOCAL SCHOOLS

MILEAGE REIMBURSEMENT

On the dates listed below I traveled in an official capacity for the Garaway Local Schools and hereby make application for travel allowance reimbursement in accordance with adopted Board of Education policies.

Total Miles (All Pages) _____

Printed Name

Signature

1. Include only mileage which is specifically required by your position and cannot be performed in some other efficient manner.
2. Delete mileage which could be interpreted as travel to and from home and work.
3. Be exact. Distance should be measured in tenths of a mile.
4. Avoid duplication of other personnel.
5. Keep your record up to date -- memory soon becomes hazy.
6. Return reports to the Central Office at the end of each semester.

| DATE | FROM | TO | PURPOSE | MILEAGE |
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MILEAGE REIMBURSEMENT - Continued

| DATE | FROM | TO | PURPOSE | MILEAGE |
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