

# MONTHLY MILEAGE REPORT

<b>Name:</b>		<b>Department:</b>	
<b>Month:</b>		<b>Year:</b>	

*Routine mileage* is that which occurs as a part of daily service to school districts. This form should be used for *professional meeting mileage* when mileage is the only cost associated with attending a professional meeting.

<b>Date</b>	<b>Destination or Travel Between Buildings</b>	<b>Routine Mileage</b>	<b>Professional Meeting Mileage</b>

**Total Routine Miles:**  x \$0.56 (Board Mileage Rate) = \$ - Amount Due  
**Total Professional Meeting Miles:**  x \$0.56 (Board Mileage Rate) = \$ - Amount Due

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor/Director Signature*

\_\_\_\_\_  
*Date*