MONTHLY MILEAGE REPORT

Name:		Department:	
Month:		Year:	

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.

Date	Destination or Travel Between Buildings	Routine Mileage	Professional Meeting Mileage

Total Routine Miles: 0 x $0.67 (Board Mileage Rate) = $ - Amount Due

Total Professional Meeting Miles: 0 x $0.67 (Board Mileage Rate) = $ - Amount Due

Employee Signature *Date*

Supervisor/Director Signature *Date*

TRUMBULL COUNTY
EDUCATIONAL SERVICE CENTER