

# MATHEWS LOCAL SCHOOL DISTRICT TRAVEL EXPENSE REPORT

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

Date	Travel from - to -	Total Miles

Total Miles	
( 54.5 Cents per mile )	<b>0.54.5</b>
Total Amount Due	

**TRAVELER'S CERTIFICATE**  
 I certify the mileage listed hereon to be the actual amount incurred while on school business under current regulations.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_  
Employee Signature

APPROVED BY \_\_\_\_\_

Mileage Chart  
 M-B = 1.5 miles M-C = 6.3 miles C-B = 7.4 miles BOE-C = 2.3 miles BOE-B = 5.6 miles BOE-M = 4.6 miles  
 Bus Garage-B =4.0 miles Bus Garage-C = 3.6 miles Bus Garage-M = 3.0 miles Bus Garage-BOE 2.3 miles

Revised 12/27/2017

