

MATHEWS LOCAL SCHOOL DISTRICT TRAVEL EXPENSE REPORT

NAME _____ POSITION _____

Date	Travel from - to -	Total Miles
Total Miles		
(53.5 Cents per mile)		0.535
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 12/28/16