



# Arkport

CENTRAL SCHOOL DISTRICT  
*Be safe, Be responsible, Be respectful*

35 East Avenue  
Arkport, New York 14807-0070  
Phone: 607-295-7471  
FAX: 607-295-7473  
<http://www.arkportcsd.org>

## REIMBURSEMENT FOR SCHOOL USE OF PERSONAL CAR

Date: \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Number of Passengers: \_\_\_\_\_

**\* If a Workshop**

Date of Workshop: \_\_\_\_\_

Name of Workshop: \_\_\_\_\_

Building Where Workshop was held: \_\_\_\_\_

Address of Workshop: \_\_\_\_\_

\_\_\_\_\_  
Signature

Speedometer Reading – End of Trip: \_\_\_\_\_

Speedometer Reading \_ Start of Trip: \_\_\_\_\_

Total Mileage: \_\_\_\_\_

Allowance per Mile: \_\_\_\_\_ .40 \_\_\_\_\_

Total Reimbursement: \_\_\_\_\_

Approved for Payment: \_\_\_\_\_

Superintendent