

USD 489 Record of Mileage Reimbursement for In-District Travel

2023-2024 School Year

Name: _____

School: _____

PER BOARD POLICY GAN: TRAVEL EXPENSES - ALL EMPLOYEES

For the authorized use of a personal vehicle, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

To receive reimbursement:

- 1 Fill out this form, including your signature and the signature of your supervisor.
- 2 Attach documentation, including date of travel, travel destination and purpose, and number of miles traveled. All miles to be reimbursed must have this information for the auditors.
- 3 **This form and supporting documentation must be received by the accounting office no later than May 30, 2024 to receive reimbursement.**

	Total Miles		Total Amount
June	_____	Total Miles June	_____
July	_____	x .585 cents	\$ _____
August	_____		
September	_____		
October	_____		
November	_____		
December	_____		
January	_____		
February	_____		
March	_____		
April	_____		
May	_____	Total Miles July - June x 0.655	_____
		Total:	\$ _____

State of Kansas, Ellis County, SS.

I, undersigned, do solemnly swear that I am the agent of above named claimant that the above account against the Board of Education of Unified School District 489, Ellis County, State of Kansas, is just and correct and remains due and unpaid.

Signature

Date

Principal / Supervisor Signature

Date