

Name: _____

Date: _____

Mileage is allowed at the rate of 65.5 cents per mile for all travel outside of the district, effective Jan 1, 2023.
This includes conference expenses, workshops attended, athletic mileage, etc.

MONTHLY EXPENSE REPORT FOR EMPLOYEES

Date of trip	Explanation of Expense	Number of Miles Traveled	Amount Due

Total Amount Due: _____

Employee Signature: _____

Administrative Signature: _____