

# SMACKOVER-NORPHLET SCHOOL DISTRICT

## MILEAGE CALENDAR

SMACKOVER TO NORPHLET CAMPUSES ONLY

Month/Yr: \_\_\_\_\_ Name: \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Total miles: \_\_\_\_\_

Use this calendar to track your mileage between Smackover and Norphlet campuses each day.

At the end of each month, attach this calendar to a completed trip reimbursement form and turn them into the Business office for reimbursement.

Reimbursement will only be made on a monthly basis, so please turn these in timely.

Complete a new calendar for each month.

\*If you start your day at one campus and end your day at the other and school business requires you only drive one way, that's all you will be reimbursed for

\*\*If you are required to drive between campuses multiple times per day, please indicate the number of times each day on the calendar