MATHEWS LOCAL SCHOOL DISTRICT
TRAVEL EXPENSE REPORT

NAME ______________________________ *POSITION* ______________________.

Date	Travel from - to -	Total Miles
	Total Miles	
	Cents per mile)	0.580
	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 ______________________________.

Revised 1/4/2019

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