

# MONTHLY MILEAGE REPORT

<b>Name:</b>		<b>Department:</b>	
<b>Month:</b>		<b>Year:</b>	

**Routine mileage** is that which occurs as a part of daily service to school districts.

This form should be used for **professional meeting mileage** when mileage is the only cost associated with attending a professional meeting.

Date	Destination or Travel Between Buildings	Routine Mileage	Professional Meeting Mileage

<b>Total Routine Miles:</b>	<input type="text" value="0"/>	x \$0.58 (Board Mileage Rate) =	<input type="text" value="\$ -"/>	Amount Due
<b>Total Professional Meeting Miles:</b>	<input type="text" value="0"/>	x \$0.58 (Board Mileage Rate) =	<input type="text" value="\$ -"/>	Amount Due

<i>Employee Signature</i>	<i>Date</i>
<hr/>	<hr/>
<i>Supervisor/Director Signature</i>	<i>Date</i>