

TWIN FALLS SCHOOL DISTRICT NO. 411

MONTHLY MILEAGE REPORT

Authorized employees must report mileage on the Monthly Mileage Report form for reimbursement indicating date, starting point, and destination. (*Miles from home to first business location are not reimbursable or from last business location to home are not reimbursable*) Separate entries should be made for each day. If school business is transacted in more than one location during one day, each location must be shown on the report.

Private car mileage will be compensated at the established state reimbursement rate. Check current rate at: <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>
ATTACH COPY OF YOUR CURRENT DRIVERS LICENSE AND PROOF OF LIABILITY INSURANCE TO EACH REQUEST

NAME _____

SCHOOL/DEPARTMENT _____

DATE	STARTING POINT	DESTINATION	TOTAL MILES

EMPLOYEE'S SIGNATURE _____ TOTAL MILES _____

APPROVED BY SUPERVISOR _____ REIMBURSEMENT \$ _____

Revised 7-29-09