

NOBLE LOCAL SCHOOL DISTRICT MILEAGE REPORT

The Board of Education will reimburse employees for the use of their private vehicles in conducting school business. Rate of reimbursement will be set by the Board. Mileage reports are to be turned in to your immediate supervisor or principal for approval no later than the last working day every month. Approved mileage claims should be turned in to the Treasurer within 60 days of actual automobile usage. Failure to do so will render mileage claim null and void and the reimbursement request will be denied with the sole exception being extracurricular travel.

Employee Name: _____ Position: _____ Month: _____

DATE	FROM	TO	PURPOSE	MILEAGE

Employee Signature: _____ Total miles for month: _____

Supervisor / Principal Approval: _____ Total reimbursement due at \$ _____ per mile: _____