



MILEAGE & EXPENSE CLAIM

I certify that this is a true and accurate statement of expenses incurred in the conduct of official school business by:

Signature

Date

EXPENSES

Date	Expense	Amount	Date	Expense	Amount

TOTAL EXPENSES _____

MILEAGE

Date	From	To	Miles	Explanation	Date	From	To	Miles	Explanation

TOTAL MILES _____

Standard Mileage (nearest 1/2 mile)

Lake Odessa to High School	2.5
Lake Odessa to Woodland	6
Lake Odessa to Clarksville	10
Lake Odessa to Sunfield	9
Woodland to Sunfield	9.5
High School to Woodland	3.5
High School to Sunfield	6.5
High School to Clarksville	12.5

BUILDING ADMINISTRATOR'S APPROVAL