

**PENNRIDGE SCHOOL DISTRICT**

**Report of Mileage**

**PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS ON MILEAGE REIMBURSEMENT. IF YOU ARE TRAVELING FROM A DISTRICT BUILDING TO YOUR DESTINATION, PLEASE COMPLETE THE FOLLOWING. IF YOU ARE TRAVELING FROM HOME, PLEASE USE THE INSTRUCTIONS ON THE REVERSE SIDE.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Report for the Month of: \_\_\_\_\_ Send Check to Building: \_\_\_\_\_

Date	Reason	Travel From	Travel To	No./Miles

Total Miles \_\_\_\_\_ @ \_\_\_\_\_ .655 cents = \$ \_\_\_\_\_ Acct. to be charged ↓  
Additional Fare: \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Administrator's Approval: \_\_\_\_\_  
**FOR MILEAGE EXPENSE INCURRED AFTER 1/1/2023**



