

Mark Twain Elementary School District Mileage Log

Month:

Date	Area and Purpose	Beg Mi	End Mi	Total Mi
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Employees must carry at least the minimum required personal automobile insurance on any vehicle he/she drives for agencywork

Total Miles:

x

Per Mile

Total \$:

The following must be completed before mileage reimbursement is paid.

Name:

Make of Car:

License Number:

Insurance Company:

Insurance Exp Date:

Signature:

Date:

Director Approval

Date