Beaver Dam Unified School District

In-district Travel Log

Name: _____ Building: _____

Guidelines:

- Mileage reimbursement from your home to work and work to home during your regular workday is not allowed. However, mileage from your home to work and work to home for evening meetings is reimbursable.

- In-district mileage can be reported for reimbursement as frequently as desired. However, all mileage reimbursement for the fiscal year needs to be submitted by June 30 of that year. Late requests will not be paid.

Date	From	To	Miles
		Column 1 Total:	

Date	From	To	Miles
		Column 2 Total:	

Column 1 _____ + Column 2 _____= _____ Total x $0.535= _____

Employee Signature: _____ Date: _____

Approved: _____ Date Approved: _____

Budget Account: _____