

## 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
<b>Column 1 Total:</b>			

Date	From	To	Miles
<b>Column 2 Total:</b>			

Column 1 \_\_\_\_\_ + Column 2 \_\_\_\_\_ = \_\_\_\_\_ Total x \$0.545= \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Budget Account: \_\_\_\_\_