

Hays West Central Kansas Special Education Cooperative Record of Mileage Reimbursement for In-District Travel

Name _____ School _____

Authorized In-District Travel

The district will reimburse employees for all use of personal vehicles for in-district travel when it is required by the job assignment pertaining to a child's education or an IEP meeting. Inservices are NOT reimbursed using this form. Authorized travel will be reimbursed at a rate per mile approved by the state. The miles must be documented on the Mileage Log form for the state auditor.

Forms are to be turned in after the completion of the months in December and May. **Payments will be made upon receipt of this signed and completed affidavit and log form.** Payments will be made in February and June. June, July and August shall be recorded with the first semester mileage.

OPTION 1				
	MILES	X	=	AMOUNT
June & July 2016		.54	=	
August 2016		.54	=	
September 2016		.54	=	
October 2016		.54	=	
November 2016		.54	=	
December 2016		.54	=	
TOTAL		.54	=	
January 2017		.535	=	
February 2017		.535	=	
March 2017		.535	=	
April 2017		.535	=	
May 201		.535	=	
TOTAL		.535	=	

State of Kansas, Ellis County, KS.

I, the undersigned, do solemnly swear that I am the agent of above named claimant; that the above account against the Board of Education of Unified School District 489, Ellis County, State of Kansas, is just and correct and remains due and unpaid.

Signature _____

ATTACH MILEAGE LOG FORM