

## 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 2017		.53.5	=	
August 2017		.53.5	=	
September 2017		.53.5	=	
October 2017		.53.5	=	
November 2017		.53.5	=	
December 2017		.53.5	=	
TOTAL		.53.5	=	
January 2018		.535	=	
February 2018		.535	=	
March 2018		.535	=	
April 2018		.535	=	
May 2018		.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**