

# WEST CENTRAL KANSAS SPECIAL EDUCATION COOPERATIVE

## Record of Mileage Reimbursement for In-Cooperative Travel

Name: \_\_\_\_\_

School: \_\_\_\_\_

### Authorized In-Cooperative Travel

The district will reimburse employees for all use of personal vehicles for in-cooperative 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.

**Payments will be made upon receipt of this signed and completed affidavit and daily log form.**

Mileage log forms may be turned in on a monthly basis, at the end of the semester or at the end of the school year.

MONTH	MILES	x	=	AMOUNT
June 2018		0.545	=	
July 2018		0.545	=	
August 2018		0.545	=	
September 2018		0.545	=	
October 2018		0.545	=	
November 2018		0.545	=	
December 2018		0.545	=	
January 2019		0.545	=	
February 2019		0.545	=	
March 2019		0.545	=	
April 2019		0.545	=	
May 2019		0.545	=	
<b>TOTAL</b>				

### 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 DAILY MILEAGE LOG FORM**

**\*.24.00.1000.580.00.000**