

GIBRALTAR SCHOOL DISTRICT EMPLOYEE MILEAGE SUMMARY

Name	Title
Employee #	Date Submitted
Home Base Location	For Period Ending
School account number	

INSTRUCTIONS: (1) Include mileage only when car is used on official school business. Do not include personal mileage. (2) Mileage must be computed using the shortest, reasonable routes. (3) Mileage must be submitted by the last day of any month for reimbursement totaling \$25.00 or more. Employees may accumulate expenses to total \$25.00 or more before submitting a voucher.

DATE	DESCRIPTION TO	DESCRIPTION FROM	TOTAL MILES	PARKING FEES	MILEAGE PURPOSE
GRAND TOTALS					

MILEAGE TOTAL @ \$0.56/MILE	
PLUS TOTAL PARKING FEES	
AMOUNT DUE EMPLOYEE*	

I hereby certify that all mileage listed above was driven in connection with authorized school business.

Signature _____
(Employee)

Signature _____
(Supervisor)

Signature _____
(Central office/authorized agent)