

1. Fill in Name, Address, City/St/Zip and Date.
2. Fill in information for Dates, Travel (From-To), # of Days, Student Miles, and/or Non-Student Miles.
3. Complete and have signed by your coordinator by the 25th of each month.
4. Mileage after May 15th is due on your last contract day (does not apply to extended contract staff).
5. Mileage reimbursements will be paid following the school board meeting the 2nd Tuesday of each month.
6. Non-student miles are to be used for professional staff development.

WamegoSpecial Services MILEAGE REPORT

Wamego USD #320

NAME _____ **DATE** _____
ADDRESS _____ **CITY/ST/ZIP** _____

DATES	TRAVEL (From-To)	# of Days	Student Miles	Non-Student Miles	Total Miles

For office use only.....
 Student Miles 5224
 Non-Student Miles 5280

Total Student Miles _____
 X .535 cents _____
 Total Non-Student Miles _____
 X .535 cents _____

 Total Reimbursement @ .535 cents per mile _____

 Signature of Individual Making Claim

 Approved by Director/ Assistant Director/ Coordinator