- 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, sign and turn in to the Coop for Directors approval 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					
					ı			
DATES		TDAV/CL (Cropp To)	#	Student	Non-Student	Total		

DATES	TRAVEL (From-To)	# of Days	Student Miles	Non-Student Miles	Total Miles
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

For office use only		Total Student Miles	0.00
Student Miles	4315	X .56 cents	0.00
Non-Student Miles	43152	Total Non-Student Miles	0.00
Secondary Student Miles	43150-02	X .56 cents	0.00
Secondary Non-Student Miles	43152-02		
		Total Reimbursement @ .56 cents per mile_	0.00