

Mileage Report

Use *only* the forms given to you for the 2012-2013 school year. Heizer has been added back to the report but will not be on old forms.

Each report submitted must be totaled and initialed by the school secretary, principal or supervisor. Forms submitted without totals and/or initials will be returned.

Reports should be submitted no later than the 10th of each month.

Point of origin and destination *must* be listed.

Principal/Supervisor or Secretary

- Verify days worked and total mileage for employee.
- Place your initials next to the “total mileage” amount.
- Return completed report form to the Employee Benefits Office for processing.