

Mileage Log and Reimbursement Form

Family

MONTH

Miles are from Home to School by shortest county road. (If on a bus route it is mileage to the bus stop.)

You will record ONLY one trip one way per day.

	Date	Actual miles traveled one way	Miles allowed=actual minus 3	Names of Students transported
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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21				
22				

FOR THOSE OF YOU ON A BUS ROUTE YOU CAN CLAIM MILEAGE ONLY TO THE PICKUP POINT EVEN IF YOU DRIVE YOUR STUDENT TO THE SCHOOL.

Mileage claims must be submitted to the high school office on the 1st of every month. Failure to submit by the 1st may result in payment being delayed until the following month. **It is the policy of the Board of Education to pay mileage monthly. The policy is to pay only two months prior to the submitted meeting.**

Mileage forms have been changed so you do not have to figure the rate. For your information you multiply the one way mileage one time per day by the rate set by the State of NE. This can change during the year.

Mileage Claim must be Signed: _____