MIAMI TRACE LOCAL SCHOOL DISTRICT
MILEAGE REIMBURSEMENT FORM

Requests for mileage reimbursement must be received by the treasurer's department before the last day of the following month. For example, mileage for the month of August must be received by September 30. Otherwise, reimbursement is forfeited.

DATE OF TRIP	DESTINATION	MILEAGE

Signature:_____ **Month**_____ **Total Miles**_____

Supervisor's Signature:_____ **Date**_____

Superintendent:_____ **Date**_____

Treasurer:_____ **Date**_____

8/1/16, DLB