

COLCHESTER SCHOOL DISTRICT

Instructions for Completing Automobile Mileage Report

On occasion, employees may need to use their personal vehicle to conduct district business. This form is to be used only by employees who have **prior authorization** to be reimbursed by the CSD for the use of personal vehicles for official school business.

We cannot process an incomplete form. Be sure to include the following information:

- **Employee:** Name of the employee claiming mileage.
- **School:** Name of your “home” school.
- **Period Ending:** Enter the period ending date (month/day/year) of miles to be claimed.
- **Date:** Enter the actual date (month/day/year) that you used your personal vehicle for school district travel.
- **Starting Address:** Where did your trip begin?
- **Ending Address:** Where did you go (destination)?
- **Reason for Travel:** Give a brief description of the purpose for your trip.
- **Miles Traveled:** Record the **total miles** for which you are requesting reimbursement. Each leg of your trip must be recorded on a separate line. See the example below:

Date	To	From	Reason for Travel	Miles Traveled
1/10/15	PPS	CHS	Technology Meeting	3.10
1/10/15	MBS	PPS	Work on Equipment	3.50
1/10/15	CHS	MBS	Return to Office	0.50
			Total	7.10

- **For travel between schools in the Colchester School District, only the official mileage listed below will be accepted.**
- **Parking Fees:** If you are requesting reimbursement for parking fees, enter the fee paid (if applicable, include a parking receipt which indicates date of service and cost).
- **Signatures/Date:** Both the employee and their supervisor must sign and date the Automobile Mileage Report **before** it is submitted to the Central Office.

OFFICIAL MILEAGES, SCHOOL TO SCHOOL

<p>One-Way Travel Beginning at <u>Colchester High School</u></p> <p>CHS to MBS 0.50 CHS to CMS 0.50 CHS to PPS 3.10 CHS to UMS 4.30</p>	<p>One-Way Travel Beginning at <u>Malletts Bay School</u></p> <p>MBS to CHS 0.50 MBS to CMS 0.15 MBS to UMS 3.90 MBS to PPS 3.50</p>	<p>One-Way Travel Beginning at <u>Porters Point School</u></p> <p>PPS to CHS 3.10 PPS to CMS 3.50 PPS to MBS 3.50 PPS to UMS 5.90</p>
<p>One-Way Travel Beginning at <u>Colchester Middle School</u></p> <p>CMS to CHS 0.50 CMS to MBS 0.15 CMS to UMS 3.90 CMS to PPS 3.50</p>		<p>One-Way Travel Beginning at <u>Union Memorial School</u></p> <p>UMS to CHS 4.30 UMS to CMS 3.90 UMS to MBS 3.90 UMS to PPS 5.90</p>

