

School District of Prentice Mileage & Other Expense Statement

EMPLOYEE: _____

Date	From Travel To	Auto Mileage	Cost	Total

MISCELLANEOUS (Phone, Taxi, Postage, etc. Affix receipts and provide details.):

TOTAL MILEAGE: _____ x \$0.585 = _____ GRAND TOTAL: _____

Principal's Approval: _____

Payment Approved: _____ Signed: _____