



Margaretta Local School District
MILEAGE REIMBURSEMENT FORM
Rate effective July 1, 2011

I. DESTINATION

Date	From	To	To	Miles	Place Visited/Reason for Trip
1	Margaretta		Margaretta		
2	Margaretta		Margaretta		
3	Margaretta		Margaretta		
4	Margaretta		Margaretta		
5	Margaretta		Margaretta		
6	Margaretta		Margaretta		
7	Margaretta		Margaretta		
8	Margaretta		Margaretta		
9	Margaretta		Margaretta		
10	Margaretta		Margaretta		
11	Margaretta		Margaretta		
12	Margaretta		Margaretta		
13	Margaretta		Margaretta		
14	Margaretta		Margaretta		
15	Margaretta		Margaretta		
16	Margaretta		Margaretta		
17	Margaretta		Margaretta		
18	Margaretta		Margaretta		
19	Margaretta		Margaretta		
20	Margaretta		Margaretta		
21	Margaretta		Margaretta		
22	Margaretta		Margaretta		
23	Margaretta		Margaretta		
24	Margaretta		Margaretta		
25	Margaretta		Margaretta		

TOTAL MILES: 0 X \$0.555 REIMBURSEMENT: \$0.00

II. DIRECTIONS

All trips originate from Margaretta Schools (unless overnight). If more than one trip is made on the same date, list each separately. If a round trip is made, complete all three columns (ex. From Margaretta to Sandusky to Margaretta). Write in total miles. Give reason or place visited. Fix signature on line below and submit to principals or supervisor.

Employee Signature	Employee Name	Date
Principal/Supervisor Signature		Date Approved