

# MARK TWAIN ELEMENTARY SCHOOL DISTRICT MILEAGE LOG

MONTH: \_\_\_\_\_

| Date | Area and Purpose | Beg. Mileage | End. Mileage        | Total Mileage |
|------|------------------|--------------|---------------------|---------------|
| 1    |                  |              |                     |               |
| 2    |                  |              |                     |               |
| 3    |                  |              |                     |               |
| 4    |                  |              |                     |               |
| 5    |                  |              |                     |               |
| 6    |                  |              |                     |               |
| 7    |                  |              |                     |               |
| 8    |                  |              |                     |               |
| 9    |                  |              |                     |               |
| 10   |                  |              |                     |               |
| 11   |                  |              |                     |               |
| 12   |                  |              |                     |               |
| 13   |                  |              |                     |               |
| 14   |                  |              |                     |               |
| 15   |                  |              |                     |               |
| 16   |                  |              |                     |               |
| 17   |                  |              |                     |               |
| 18   |                  |              |                     |               |
| 19   |                  |              |                     |               |
| 20   |                  |              |                     |               |
| 21   |                  |              |                     |               |
| 22   |                  |              |                     |               |
| 23   |                  |              |                     |               |
| 24   |                  |              |                     |               |
| 25   |                  |              |                     |               |
| 26   |                  |              |                     |               |
| 27   |                  |              |                     |               |
| 28   |                  |              |                     |               |
| 29   |                  |              |                     |               |
| 30   |                  |              |                     |               |
| 31   |                  |              |                     |               |
|      |                  |              | <b>TOTAL MILES:</b> |               |

Employees must carry at least the minimum required personal automobile insurance on any vehicle he/she drives for agency work.

*The following must be completed before mileage reimbursement is paid.*

NAME: \_\_\_\_\_  
 MAKE OF CAR: \_\_\_\_\_  
 LICENSE NUMBER: \_\_\_\_\_  
 INSURANCE COMPANY: \_\_\_\_\_  
 INSURANCE EXP. DATE: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

X \_\_\_\_\_¢ Per Mile  
 Total \$ \_\_\_\_\_

\_\_\_\_\_  
 DIRECTOR APPROVAL

\_\_\_\_\_  
 DATE