

**BOYCEVILLE COMMUNITY SCHOOL DISTRICT**  
**MILEAGE CLAIM FORM**

Name: \_\_\_\_\_

| Date of Travel | Destination | Purpose of trip | Miles |
|----------------|-------------|-----------------|-------|
|                |             |                 |       |
|                |             |                 |       |
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|                |             |                 |       |
|                |             |                 |       |
|                |             |                 |       |
|                |             |                 |       |

Total Number of Miles Driven: \_\_\_\_\_

RATE: \_\_\_\_\_

REIMBURSEMENT: \_\_\_\_\_

*All claims for mileage payment for school authorized transportation are to be submitted on this form. Claims must be submitted by the 5<sup>th</sup> of the month.*