

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

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

Colchester School District
Automobile Mileage Report

Employee: _____

School: _____

Page 1 of _____

Vendor #: _____

The following is the correct automobile mileage used by me in school service during the period ending: _____
This is exclusive of mileage from home to work and work to home.

Date	Starting Address	Ending Address	Reason for Travel	Miles Traveled	Parking Fees	Mileage Reimb.	Total Reimbursement
Subtotal This Page:							
Total All Pages:							

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Administrator

Date

Central office use only: Business Unit _____

Central Office use only: Account Code _____

*Mileage Rate: \$0.70 SP 20-005E

*Mileage rate is for travel beginning January 1, 2025.

Colchester School District
Automobile Mileage Report (Continued)

Employee: _____

School: _____

Page 2 of

Date	Starting Address	Ending Address	Reason for Travel	Miles Traveled	Parking Fees	Mileage Reimb.	Total Reimbursement
Subtotal This Page:							

Colchester School District
Automobile Mileage Report (Continued)

Employee: _____

School: _____

Page 3 of

[illegible]