

**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**

| <b>One-Way Travel Beginning at<br/>Colchester High School</b>   | <b>One-Way Travel Beginning at<br/>Malletts Bay School</b> | <b>One-Way Travel Beginning at<br/>Porters Point School</b>  |
|---|--|--|
| 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  |
| <b>One-Way Travel Beginning at<br/>Colchester Middle School</b> |  | <b>One-Way Travel Beginning at<br/>Union Memorial School</b> |
| 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: \_\_\_\_\_

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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 |
|---------------------|------------------|----------------|-------------------|----------------|--------------|----------------|---------------------|
|                     |                  |                |                   |                |              |                |                     |
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| 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: \$0.725 SP 20-005E

\*Mileage rate is for travel beginning January 1, 2026.

Colchester School District  
Automobile Mileage Report (Continued)

Employee: \_\_\_\_\_

School: \_\_\_\_\_

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Colchester School District  
Automobile Mileage Report (Continued)

Employee: \_\_\_\_\_

School: \_\_\_\_\_

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