

**MT. PLEASANT CENTRAL SCHOOL DISTRICT THORNWOOD,
NY**

TRAVEL EXPENSE FORM

Travel expense shall be reimbursed at a rate of 62.5 cents per mile. Trips shall be reimbursed only if prior approval has been granted. Vouchers must be submitted to the Building Administrator on the FIRST WEEK OF THE MONTH for trips taken the prior month. Please attach to claim form.

Distance between buildings.

	CES	HES	WHS/WMS/DO
CES	0.0	2.7	1.8
HES	2.7	0.0	3.6
WHS/WMS/DO	1.8	3.6	0.0

MONTH: _____

DATE: _____ FROM/TO: _____

PURPOSE: _____ MILEAGE: _____

Employee

Supervisor

Purchasing Agent

Superintendent

