BEDFORD PUBLIC SCHOOLS 2023 MILEAGE REIMBURSEMENT REQUEST

Record only travel in your own vehicle

Use In-District Mileage Chart for in-district travel Attach mapped documentation for travel outside of district **SUBMIT MONTHLY OR QUARTERLY**

CURRENT
RATE
\$0.655

Print Employee Name:				
			Miles	
Date	Destination	Purpose	Traveled	
		TOTAL MILES DRIVEN		
		CURRENT IRS MILEAGE REIMBURSEMENT RATE	\$0.655	
		TOTAL MILEAGE REIMBURSEMENT REQUEST	\$0.00	
certify that the above is an accurate report of miles traveled in my personal vehicle:				
Employee Signature:		Date:		
Check should be Delivered to:				
Lneck should	be Delivered to:			
Account Code	::			

Date: _____

Supervisor Approval: