## EMPLOYEE MILEAGE REIMBURSEMENT WORKSHEET Anchor Bay School District

Date	From	То	Purpose	# of Miles

This worksheet must be filled out by the employee and used for MILEAGE ONLY.
Please submit original worksheet. NO copies will be accepted and please make a duplicate for your
records. MILEAGE SHEETS ARE TO BE TURNED IN QUARTLEY. Submit completed form to your
office manager. The OM will generate a PO and submit for payment. Please allow 2-3 weeks for
processing.

Period
Vendor #
Employee Name:
Address:
City:
State:
Zip:
Building Location:
Administrator Signature
Date
Total Miles X .575 = \$
PURCHASE ORDER #