

Ringgold School District  
 400 Main Street  
 New Eagle, PA 15067  
 (724) 258-9329 x1111 Accounts Payable

**MILEAGE REPORT**

Employee \_\_\_\_\_  
 School \_\_\_\_\_  
 Position \_\_\_\_\_

Month / yr \_\_\_\_\_

Date	Date	Trip 1 From/to	Trip 2 From/to	Trip 3 From/to	Trip 4 From/to	Reason for travel	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
						<b>TOTAL MILEAGE :</b>	

**Calculation:**  
 Monthly mileage \_\_\_\_\_  
 Rate per mile \_\_\_\_\_  
 Payment Due \_\_\_\_\_

**Budget Code** \_\_\_\_\_  
**Amount** \_\_\_\_\_  
 \_\_\_\_\_  
 (Please code)

**Verification** \_\_\_\_\_  
 Employee Signature \_\_\_\_\_  
 Principal/Supervisor \_\_\_\_\_  
 Calculations \_\_\_\_\_  
 Dir of Finance/Op \_\_\_\_\_  
 Superintendent \_\_\_\_\_

