MANCHESTER BOARD OF EDUCATION

EMPLOYEE TRAVEL LOG FOR USE OF PRIVATE VEHICLE ON BOARD OF ED BUSINESS

Instructions: You may submit this form immediately after expenses are incurred or accumulate expenses and submit on a bi-monthly or monthly basis. **Reimbursement for travel expenses must be made in the fiscal year of expense.** Send completed form to Accounts Payable for processing.

For the period of _____ , 20 ____ through _____ , 20 ____

EMPLOYEE NAME _____VENDOR # _____

ACCOUNT NUMBER_____ SUPERVISOR _____
SIGNATURE

Date	Location From	Location To	Purpose for Travel	Mileage

Please press the Return or Enter key after inputting the last mileage amount.

***Effective January 1, 2016 the new mileage rate is $.54**

Total Miles: 0.00 at $ $ 0.54 per mile = $ $ 0.00

I certify that the above information is true and that it records only miles driven in private vehicle on essential Board of Ed business.

_____

Signature Date