

Mileage Log and Mileage Chart Between LAPS Sites

[illegible]

Total Number of Miles x .32 = \$ (Amount requesting)

I certify that the above is a correct statement of the number of miles I have driven my vehicle on Board of Education business, and I hereby present my claim for refund. I have not previously been paid for these miles. I further certify that mileage claimed above is from the first point of duty to last point of duty. I am a licensed driver and I have liability insurance on my automobile and agree to maintain insurance coverage as long as I use my automobile for LAPS Business.

Signature of claimant

Approved by

Date

Note: A purchase order MUST be in place before mileage may be accrued. This log must be attached to a payment authorization giving this purchase order number.