

# COOPERSVILLE AREA PUBLIC SCHOOLS MILEAGE/EXPENSE REPORT

Employee \_\_\_\_\_ Bldg \_\_\_\_\_ Date Submitted \_\_\_\_\_

| Date | Purpose/Destination for Mileage                          | Miles Traveled | Account Number          |
|------|--|----------------|-------------------------|
|      |  |                |                         |
|      |  |                |                         |
|      |  |                |                         |
|      |  |                |                         |
|      |  |                |                         |
|      |  |                |                         |
|      |  |                |                         |
|      |  |                |                         |
|      |  |                |                         |
|      |  |                |                         |
|      | Calculate Total Miles Traveled (Miles X Rate = Amt. Due) |                | X. _____ = (Amt. Due)\$ |

| Date | Other Expenses – Sales Tax will not be reimbursed – ***Receipts must be attached | Amount Due | Account Number |
|------|--|------------|----------------|
|      |  |            |                |
|      |  |            |                |
|      |  |            |                |
|      |  |            |                |
|      |  |            |                |
|      |  |            |                |
|      |  |            |                |
|      |  |            |                |
|      |  |            |                |
|      |  |            |                |
|      | Total Other Expenses   |            |                |

Total Amount for Mileage \$ \_\_\_\_\_  
 Plus Total for Other Expenses \$ \_\_\_\_\_  
**TOTAL AMOUNT DUE \$ \_\_\_\_\_**

\_\_\_\_\_  
 (Employee Signature)

Complete this information once unless the information has changed

Employee's Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

**APPROVALS (For Administrative Use Only)**

Supervisor \_\_\_\_\_ Business Mgr. \_\_\_\_\_ Admin. \_\_\_\_\_

Supervisor, Please mark this box if check should be mailed to employee's home