Mileage Record

Employee Name:_____

Month/Year_____

DATE	ODOMETER READING START	ODOMETER READING END	NUMBER OF MILES	PURPOSE OF TRAVEL	Administrative Travel	Operational Travel

Total administrative miles _____ X _____ (mileage rate) = $_____ (total administrative cost)

Total operational miles   _____ X _____ (mileage rate) = $_____ (total operational cost)

_____

Signature of Employee   *Date*

NOTE: Mileage costs must be in the budget approved by the Illinois State Board of Education (ISBE)