Mileage Log Between LAPS Sites

Date	Site departed from	Site arrived at	Total Chart Miles	Purpose of Business	Time	Odometer readings for trips not on the chart		
						Start	Finish	Miles
	Total Number of Miles			**x .40**				(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.

updated 11/1/16