VERNON PUBLIC SCHOOLS
Transportation Expense Report

Name: _____ **Month:** _____

School: _____

Department/Program: _____

Account Number: _____

The guidelines for mileage reimbursement for business travel are that the normal commute is deducted and only incremental mileage is reimbursed. Maybe this will clarify the mileage reimbursement issue. For staff that work at more than one school in a day the mileage reimbursement should be for the difference between the normal commute (home to the first school and home again) and the miles from home to school to school to home. Off site meetings where you do not report to the normal work site then reimbursement is for the total miles less normal commute.

Date	Trip Purpose and itemized distance	Miles
	Total Miles	

IRS mileage rate effective 1/1/09 $0.550
Mileage Reimbursement _____

I certify that the travel indicated above was officially necessary and that the distances charged for are accurate to the best of my knowledge and belief.

SIGNATURE: _____

Approved by: _____