South Eastern School District

Fawn Grove, Pennsylvania 17321

District Travel Expense

For Month of _____

Date	To	From	Purpose	Odometer Reading Start	End	*Miles
Total Reimbursable Miles =			@ $0.58/mile =	$		

Submitted by:_____ _____ _____

Signature Position Date

* **Mileage listed above should show deduction of commuting miles when traveling to or from home.**

---------- D I S T R I C T O F F I C E U S E ----------

Approved by: _____ Date: _____

Superintendent/Designee

Account Number: _____

SESD: 1 (06/16)

Revised: 1/2019

Copy to: BUSINESS OFFICE