

# BROOKVILLE LOCAL SCHOOLS

## Monthly Travel Expense Report 2021

Name: \_\_\_\_\_ Month: \_\_\_\_\_  
 Building / Department: \_\_\_\_\_

Date	Persons or Places Visited / Meetings Attended	Mileage
	<b>Total Mileage =</b>	
	<b>X \$0.56 per mile =</b>	
	<b>Parking =</b>	
	<b>Meal Reimbursement =</b>	
	<b>Total Amount Due =</b>	

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Superintendent/Principal/Dept. Head

Previous Rates:  
January 2020 – December 2020 - \$0.575