Sparta Community Unit District #140
2026 EXPENSE REPORT - MILEAGE FORM

To be used for scheduled trips where mileage is <u>only</u> expense and for inter-district travel.

_____ _____
Name Date

_____ _____
School Account Number

Date	From…To	Purpose	Miles Driven	Mileage @ $.76
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			TOTAL	$0.00

I certify that the mileage list above was accumulated on my personal automobile for the purpose stated above.

_____ Approved: _____
Principal

_____
Business Manager

Please complete using the mileage reimbursement guidelines on the back of this form.

MILEAGE REIMBURSEMENT GUIDELINES

The following mileage chart has been established to provide consistency for reporting in-district mileage. Mileage reimbursement will be paid only on these pre-determined distances when employees travel between buildings during the school day.

Travel between home and school before and after school day will be at the employee's expense.

Employees are expected to report directly to the assigned building as their schedule is set.

Sparta to Evansville	15.5 miles