



# BALDWIN-WHITEHALL SCHOOL DISTRICT

## Mileage Expense Account

The Mileage Expense Account should be completed monthly and submitted to your immediate supervisor for pre-approval by the second day of the following month. The supervisor will review and approve for submission to the Superintendent's office. *NOTE: Expenses over three months old will not be reimbursed.*

Name \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Date	Mileage	Description, Location, etc.	Other Expense Description Attach Receipts	Other Expense Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
<b>Total</b>		miles @ _____ ¢ p/m =	<b>Total + Other Expense</b>	

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Budget Account \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Business Manager \_\_\_\_\_ Date \_\_\_\_\_

Total Amount \_\_\_\_\_

### Baldwin-Whitehall School District Mileage Chart

(miles)	BHS	HMS	MES	PES	WES	BUS	WAL	ADM	ACLD	Wesley	AIU	PaTTan	Hershey
BHS		2.5	2.5	4	2	1.5	1.5	2	1	2.5	9.5	24	233
HMS	2.5		0.5	6	0.5	3.5	3.5	0.5	3	1	10.5	25	234
MES	2.5	0.5		6	0.5	3.5	3.5	0.5	3.5	1.5	10.5	23	234
PES	4	6	6		5.5	4	4	5.5	3.5	5	5	21	232
WES	2	0.5	0.5	5.5		3.5	3.5		1	1	10	24	234
BUS	1.5	3.5	3.5	4	3.5			3	1	3.5	8	20	233
WAL	1.5	3.5	3.5	4	3.5			3	1	3.5	8	20	233
ADM	2	0.5	0.5	5.5		3	3		1	1	10	24	234
ACLD	1	3	3.5	3.5	1	1	1	1		2.5			
Wesley	2.5	1	1.5	5	1	3.5	3.5	1	2.5				
AIU	9.5	10.5	10.5	5	10	8	8	10					
PaTTan	24	25	23	21	24	20	20	24					
Hershey	233	234	234	232	234	233	233	234					