



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 | | | | |
| Total | | miles @ _____ ¢ p/m = | Total + Other Expense | |

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 | | | | | |