Burnt Hills-Ballston Lake Central Schools

MILEAGE LOG

Effective 1/1/17

	High School	Middle School	Charlton Heights	Pashley	Stevens	Maintenance Bldg.
High School		1.1	3.3	3.0	0.3	.7
Middle School	1.1		2.2	3.0	1.4	1.0
Charlton Hts.	3.3	2.2		2.2	3.6	3.0
Pashley	3.0	3.0	2.2		3.3	2.6
Stevens	0.3	1.4	3.6	3.3		1.1
Maintenance Bldg.	.7	1.0	3.0	2.6	1.1	

Submitted for the period of: _____

Date	From:	To:	No. of times	Miles

Total Miles = _____

Mileage Rate x $0.535 per mile

Amount you are owed = $ _____

I certify that the above claim is accurate and that these charges were incurred on the dates indicated and in the performance of assigned job duties.

_____

Signature Date

To be reimbursed for your travel within the school district: complete the above form and submit it along with a P.O. draft made out to yourself and signed by you and your administrator. Please submit mileage claims within 60 days. Send both forms to Brenda Kane at the District Office, who can be reached at brkane@bhbl.org or ext. 85030.