# Burnt Hills-Ballston Lake Central Schools

# MILEAGE LOG

*Effective 1/1/17*

| | High School | Middle School | Charlton Heights | Pashley | Stevens | Hostetter Bldg. |
|---|---|---|---|---|---|---|
| **High School** | | 1.1 | 3.3 | 3.0 | 0.3 | 4.8 |
| **Middle School** | 1.1 | | 2.2 | 3.0 | 1.4 | 4.8 |
| **Charlton Hts.** | 3.3 | 2.2 | | 2.2 | 3.6 | 3.9 |
| **Pashley** | 3.0 | 3.0 | 2.2 | | 3.3 | 2.6 |
| **Stevens** | 0.3 | 1.4 | 3.6 | 3.3 | | 5.1 |
| **Hostetter Bldg.** | 4.8 | 4.8 | 3.9 | 2.6 | 5.1 | |

Submitted for the period of: _____

| Date | From: | To: | No. of times | Miles |
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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 Hostetter Building, who can be reached at brkane@bhbl.org or ext. 85030.