

TRAVEL MUST BE WITHIN THE LOCAL SCHOOL AREA TO FILE ON THIS FORM

Travel between school buildings during each day is subject to reimbursement. Do not claim travel from residence to first building assignment on a given day or from last building assignment to residence. If your assignment on a given day includes Burns Park to Angell to Carpenter, your claim is to cover the mileage between Burns Park to Angell to Carpenter.

USE THE OFFICIAL MILEAGE CHART

This claim will be paid by the Finance Office on the next regular accounts payable date. In any case, the claim should be in the Finance Office by the end of the month for the preceding month.

Send all forms to: Finance Office
 Administration Building
 2555 S. State St.