

**COLDWATER COMMUNITY SCHOOLS  
COLDWATER, MICHIGAN  
REIMBURSABLE TRAVEL AND OTHER EXPENSE FORM**

Mileage report for the month of \_\_\_\_\_ 20\_\_ for authorized travel.  
Mileage form shall be submitted monthly on the last day of the month.

DATE \_\_\_\_\_ NAME \_\_\_\_\_ TITLE \_\_\_\_\_

**MILEAGE CHART FOR ROUND TRIP FROM THE ADMINISTRATIVE CENTER**

High School	6.2 miles	Lincoln School	2.4 miles
Legg Middle School	6.2 miles	Lakeland School	13.4 miles
Max Larsen	2.1 miles	Bus Garage	6.2 miles
Franklin	16.8 miles	BISD & Career Center	2.9 miles
Jefferson School	1.8 miles		

**If you are traveling from school to school please attach mapquest to support your mileage**

**I. ITEMIZED MILEAGE FOR THE MONTH:**

DATE	TRIP DESCRIPTION	NO. OF MILES

You may attach a separate sheet if required.

\_\_\_\_\_ MILES @ \_\_\_\_\_ = \$ \_\_\_\_\_

**II. OTHER EXPENSES - PLEASE ATTACH RECEIPTS:**

DATE	DESCRIPTION OF EXPENSE	AMOUNT

PLEASE TOTAL BY ACCOUNT NUMBER	
AMOUNT	ACCOUNT NUMBER
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	TOTAL

**WITHOUT SUPPORTING DOCUMENTATION AND RECEIPTS THERE WILL BE NO REIMBURSEMENT**

APPROVAL BY \_\_\_\_\_ DATE \_\_\_\_\_