## Mileage Log Between LAPS Sites

Date	Site departed from	Site arrived at	Total Chart Miles	Purpose of Business	Time	Odometer readings for trips not on the chart		
						Start	Finish	Miles
				_				
				_				
	Total Number o	f Milee	•	x .40	•	•	(Amount	requesting)

I certify that the above is a correct statement of the number of miles I have driven my vehicle on Board of Education business, and I hereby present my claim for refund. I have not previously been paid for these miles. I further certify that mileage claimed above is from the first point of duty to last point of duty. I am a licensed driver and I have liability insurance on my automobile and agree to maintain insurance coverage as long as I use my automobile for LAPS Business.

Signature of claimant

Approved by

**Note:** A purchase order MUST be in place before mileage may be accrued. This log must be attached to a payment authorization giving this purchase order number. updated

ed 11/1/2016