



Board of Education Member Mileage Reimbursement Request

Instructions: This form should be completed and submitted to the Board of Education office no later than 20 business days after the end of the month for which mileage reimbursement is requested. Purpose of travel should be aligned with the priorities and the work of the Board. Board members may be reimbursed for mileage to hearings, meetings, pre-approved ticketed events, and other non-partisan events related to official Board business (such as education-related events sponsored by community organizations or events relating to constituent services, inter-governmental relations, or MCPS).

Name _____ ID No. _____

Address _____ For Month of _____

Date	Round Trip (Y/N)	From	To	Purpose of Travel	# Miles	*Tolls, Parking (\$)
GRAND TOTAL						

**Original receipts must be attached*

ACCOUNT NUMBER _____

Requestor Signature _____ Date ____/____/____

Approved

Signature _____ Date ____/____/____
Board Chief of Staff

Signature _____ Date ____/____/____
Board Vice President

Information has been reviewed for completeness and request may be processed for payment.

Signature _____ Date ____/____/____
Superintendent or Designee

Date	Round Trip (Y/N)	From	To	Purpose of Travel	# Miles	*Tolls, Parking (\$)
SUBTOTAL						

*Original receipts must be attached