SPRING COVE SCHOOL DISTRICT
331-AR-1 – Employee's Monthly Mileage Form
(This form must be received in the Administration Office by the 10th of each month.)

NAME _____ **BUILDING** _____ **MONTH** _____ **YEAR** _____

DATE	FROM	TO	MILES (In Tenths)	PURPOSE – GIVE DETAILS

Miles _____ x _____ = _____ Total Expenses

Use of a personal vehicle requires that liability insurance be maintained by the employee. I certify that the above expenses were incurred by me in the performance of my work.

_____
Signature of Employee

_____
Principal/Supervisor

_____
Business Manager

Vendor # _____

_____
Superintendent

GL Code _____

	Admin. Office	Central	Martinsburg Elem.	Middle School	Spring Cove Elem.	Athletic Field	Bean Hill	Giant Eagle	GACTC	IU 08 (Duncansville)	IU 08 (Ebensburg)	IU 08 (Altoona)	Altoona Grand Hotel	Mtbg. Post Office	R.S. Post Office	FNB - Roaring Spring	FNB - Martinsburg	Spring Plaza	Harrisburg	Walmart - East Freedom	Walmart - AL / Sam's Club
Admin. Office	0	4.5	4.2	0.2	0.1	1.8	4.6	1.3	15.9	7.9	28.3	13.8	11.8	3.7	0.6	0.5	3.7	0.6	109	3.7	12
Central	4.5	0	1.4	4.6	4.5	5.3	0.1	4.7	20.4	12.4	32.8	18.3	16.3	1.1	5.1	5.0	1.1	5.1	105	8.3	16.5
Martinsburg Elem.	4.2	1.4	0	4.3	4.2	5.6	1.4	5.5	20.1	12	32.5	18	16	0.4	4.7	4.7	0.5	4.8	105	7.9	16.2
Middle School	0.2	4.6	4.3	0	0.1	2.0	4.8	1.5	16.1	8	28.5	14	12.0	3.8	0.7	0.7	3.8	0.8	109	3.9	12.2
Spring Cove Elem.	0.1	4.5	4.2	0.1	0	1.9	4.7	1.4	16	8	28.4	13.9	11.9	3.8	0.7	0.6	3.7	0.7	110	3.8	12.1
8-15-17 Revised																					
7-01-12 Revised																					
5-30-03 Revised																					
9-26-95 Revised																					
9-10-91 Adopted																					