McKinney ISD Mileage Log

Employee Name _____

Dates from _____ to _____

Date of trip	Departure Point	to	Arrival Point	Purpose of trip	Mileage

Note: Mileage is reimbursed only from the work place. Do not include home to work or work to home miles. *Rate is $.585 9/1/08 to 12/31/08. Effective 01/01/09, rate is $.55

Total Miles _____ ***see note**

Account Number . . **6411** . . . . .

Total Reimbursement _____

Employee Signature _____ **Approved by** _____