

BELEN SCHOOLS MILEAGE REPORT
 TO BE USED WHEN PERSONAL VEHICLE IS USED (MILEAGE ONLY)

DATE	REASON FOR TRIP	DESTINATION	ODOMETER READING		TOTAL MILES Mileage chart may be used
			BEGINNING#	ENDING #	

TOTAL MILES _____

GRAND TOTAL MILES _____ X .43/ miles = \$ _____

I hereby certify that the above travel was done in connection with authorized school business, and that mileage claimed was on my personal vehicle. I further certify that the above statement is true and payment thereof has not been received. Mileage will be paid at the rates set forth in policy.

Signed _____
 Immediate Supervisor

Signed _____
 Claimant

 Date

Mileage from Belen To:

Alamogordo	177	Farmington	216	Raton	258
Albuquerque	34	Ft Sumner	144	Red River	158
Artesia	246	Gallup	150	Reserve	134
Aztec	166	Grants	70	Roswell	207
Bernalillo	47	Hagerman	175	Roy	170
Carlsbad	282	Hatch	139	Ruidoso	110
Carrizozo	86	Hobbs	322	Santa Fe	93
Chama	152	Las Cruces	189	Santa Rosa	148
Cimarron	164	Las Vegas	157	Silver City	204
Clayton	307	Lordsburg	248	Socorro	43
Cloudcroft	131	Los Alamos	127	Springer	172
Clovis	227	Los Lunas	10	Taos	163
Deming	199	Lovington	229	Tierra Armarella	140
El Paso, TX	200	Magdalena	53	T or C	75
Espanola	101	Mountainair	31	Tularosa	117
Estancia	41	Portales	235	Tucumcari	207

Updated 10/13/17

If requesting reimbursement for **daily travel**; you must attach an approved **requisition** from immediate supervisor. An approved travel request and agenda must be attached along with original itemized receipts when claiming **reimbursement on travel**.