

**MILEAGE SUMMARY SHEET  
POQUOSON CITY PUBLIC SCHOOLS**

<b>Employee Name:</b>	
<b>Address:</b>	
<b>City/State/Zip Code:</b>	
<b>Title:</b>	
<b>Employed At:</b>	

**PERSONAL VEHICLE USE STATEMENT:**

I certify that mileage listed on the reverse side of this form reflects mileage driven on official business of Poquoson City Public Schools.

<b>SIGNATURE OF TRAVELER:</b>	<b>DATE:</b>
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<b>APPROVER SIGNATURE:</b>	<b>DATE:</b>
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Reimbursement to employees for mileage driven while at work is available to certain employees who, as a function of their daily work assignment, travel between schools, within the City of Poquoson, and on the Virginia Peninsula. Mileage reimbursement is available to certain employees for mileage traveled between schools, within the City of Poquoson, and on the Virginia Peninsula for school-related business only. Mileage reimbursement will not be granted for travel beyond this area. For travel west beyond Williamsburg or to the south Hampton Roads area, employees should contact the School Board Office regarding the availability of a car for their use.

**ONE WAY EXACT MILEAGE BETWEEN SCHOOLS**

	<b>SBO</b>	<b>PPS</b>	<b>PES</b>	<b>PMS</b>	<b>PHS</b>
<b>SBO</b>	0	1.44	2.21	2.00	1.31
<b>PPS</b>	1.44	0	1.29	1.09	0.14
<b>PES</b>	2.21	1.29	0	0.21	1.44
<b>PMS</b>	2.00	1.09	0.21	0	1.23
<b>PHS</b>	1.31	0.14	1.44	1.23	0

