

**MILEAGE SUMMARY SHEET
POQUOSON CITY PUBLIC SCHOOLS**

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

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.

SIGNATURE OF TRAVELER:	DATE:
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APPROVER SIGNATURE:	DATE:
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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

	SBO	PPS	PES	PMS	PHS
SBO	0	1.44	2.21	2.00	1.31
PPS	1.44	0	1.29	1.09	0.14
PES	2.21	1.29	0	0.21	1.44
PMS	2.00	1.09	0.21	0	1.23
PHS	1.31	0.14	1.44	1.23	0

- If you travel to any location and then return to your work location, you need to report two separate trips.
- If you travel to any location and then go home, we do not pay for your trip home.
- If you travel to any location outside the city limits, *you must attach a MapQuest report.*

DATE	POINTS BETWEEN WHICH TRAVEL WAS NECESSARY	REASON FOR VISIT	TOTAL MILEAGE

Please submit this form at the beginning of each month.
Please send to the Finance Coordinator for Poquoson City Public Schools.