

# Zanesville City Schools

## MILEAGE REQUISITION (2026)

NAME \_\_\_\_\_ DATE: \_\_\_\_\_ PO #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ FUND: \_\_\_\_\_

\_\_\_\_\_ GRADE/DEPT.: \_\_\_\_\_ CODING: \_\_\_\_\_

**Mileage Rate = 0.76**

**ALL MILEAGE MUST BE TURNED IN ON A MONTHLY BASIS**

| Date       | Description                                                        | Miles | Amount |
|------------|--------------------------------------------------------------------|-------|--------|
| ex: 1/1/26 | ex: ZHS to Meta, 100 Executive Drive, Marion, for Library Training |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            |                                                                    |       | \$0.00 |
|            | TOTALS :                                                           | 0.00  | \$0.00 |

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Principal/Supervisor/Sup't: \_\_\_\_\_ Date: \_\_\_\_\_

| IN DISTRICT MILEAGE |              |               |               |      |                       |      |
|---------------------|--------------|---------------|---------------|------|-----------------------|------|
|                     | Admin Center | John McIntire | National Road | ZMS  | ZGE, ZGI<br>Preschool | ZHS  |
| Admin Center        |              | 2.50          | 5.60          | 2.90 | 1.00                  | 3.10 |
| John McIntire       | 2.50         |               | 5.60          | 0.70 | 2.70                  | 1.00 |
| National Road       | 5.60         | 5.60          |               | 5.40 | 6.20                  | 5.60 |
| ZMS                 | 2.90         | 0.70          | 5.40          |      | 3.00                  | 0.30 |
| ZG & Preschool      | 1.00         | 2.70          | 6.20          | 3.00 |                       | 3.30 |
| ZHS                 | 3.10         | 1.00          | 5.60          | 0.30 | 3.30                  |      |