CLARKSDALE
MUNICIPAL SCHOOL DISTRICT



IN-DISTRICT TRAVEL LOG

MAINTENANCE & TRANSPORTATION DEPARTMENT

TRAVEL LOG INFORMATION

- In-District Travel
- Site Visits
- Mileage Tracking
- Reimbursement Documentation
- Administrative Approval
- Monthly Reporting

IMPORTANT REMINDERS

- ☑ Record mileage daily
- ☑ Use actual odometer readings
- ☑ Include all district travel stops
- ☑ Submit monthly for reimbursement
- ☑ Supervisor approval required
- ☑ Superintendent approval required

EMPLOYEE INFORMATION

Employee Name: _____ Employee #: _____

School/Department: _____

Month: _____ Vehicle Used: _____

TRAVEL LOG

Date	Stop #	Site Visited (From → To)	Start Odometer	End Odometer	Total Miles

TRAVEL PURPOSE / NOTES

_____

_____

_____

_____

REIMBURSEMENT INFORMATION

Total Mileage: _____ Mileage Rate: $_____ Amount Requested: $_____

APPROVALS

EMPLOYEE CERTIFICATION

I certify that the mileage reported above is accurate and represents official CMSD business.

Signature: _____

Date: _____

PRINCIPAL / SUPERVISOR APPROVAL

Signature: _____

Date: _____

SUPERINTENDENT APPROVAL

Signature: _____

Date: _____

★ SAFETY ★ ACCOUNTABILITY ★ INTEGRITY ★ SERVICE ★ EXCELLENCE ★

Every Student. Every Need.