NAME		PURPOSE OF TRAVEL (PLEASE BE SPECIFIC)								
		REIMBURSABLE EXPENSES (MUST ATTACH *DETAILED* RECEIPTS FOR ALL EXPENSES, EXCEPT MILEAGE)					EMPLOYEE AUTOMOBILE			
DATE	TRAVEL TO: (DESTINATION)	HOTELS	MEALS	TOLLS, PARKING,MISC	REGISTRATION FEES	AIR (OR OTHER)	MILES	RATE PER MILE .585	MILEAGE TOTAL	**TOTAL EXPENSES**
TOTAL REIMBURSABLE EXPENSES										$ -

ACCOUNT	AMOUNT	EMPLOYEE SIGNATURE	DATE
	$ -	ADMINISTRATOR SIGNATURE	DATE
	$ -	SUPT. OFFICE SIGNATURE	DATE
	$ -		DATE
	$ -		DATE

IMPS
MILEAGE CHARTS

MILEAGE CHART FOR TRAVEL BETWEEN BUILDINGS:

FROM	TO	# MILES 1 WAY	# MILES ROUND TRIP	
EAST/CENTRAL/HIGH SCHOOL	NORTH ELEMENTARY	2	4	MILEAGE PER GOOGLE MAPS
NORTH ELEMENTARY	CENTRAL/HIGH SCHOOL/EAST	2	4	

MILEAGE CHART FOR TRAVEL TO OTHER DISTRICTS:

IRON MOUNTAIN	MARQUETTE	80	160	MILEAGE PER GOOGLE MAPS
IRON MOUNTAIN	ESCANABA	52	104	
IRON MOUNTAIN	GLADSTONE	63	126	
IRON MOUNTAIN	MANISTIQUE	105	210	
IRON MOUNTAIN	LANSING	427	854	
IRON MOUNTAIN	GREEN BAY	98	196	
IRON MOUNTAIN	APPLETON	127	254	
IRON MOUNTAIN	KINGSFORD	2	4	

MILEAGE RATE $.585/MILE EFFECTIVE 1-1-2022**

**RATES CHANGES JANUARY OF EACH YEAR (PER FEDERAL RATE)