OYSTER BAY - EAST NORWICH CENTRAL SCHOOL DISTRICT
1 MC COUNS LANE
OYSTER BAY, NY 11771

MILEAGE REQUEST FORM

This form should be completed when you are claiming mileage reimbursement that is NOT related to a conference or meeting.

Please refer to the District Mileage Chart below for approved distances. If you choose to complete the form electronically, enter all information including distance and the reimbursement amount will automatically calculate.

EMPLOYEE NAME _____

PLEASE PRINT/TYPE

DATE	PURPOSE OF TRAVEL	FROM	TO	DISTANCE	AMOUNT
					$ -
					$ -
					$ -