Edgewood-Colesburg Schools
Mileage & Expense

Instructions: Complete this form for your mileage and expense reimbursement. You must attach expense slips for all lodging and any out of the ordinary expenses. It would also be helpful to secure any meal receipts.

TO: _____

_____

Code Number_____

Supt./Principal Approval_____

Date	Purpose	Miles	Cost of Miles	Lodging and/or Misc.	Amount of Meals	Total