WITHIN DISTRICT MILEAGE RECORD

There is no provision in the law for paying employees for mileage to and from their place of work. However, certified
and non-certified staff members assigned duties at more than one building during the day will be paid mileage at th
authorized rate per mile, after leaving the first assigned school in the morning until reaching the last assigned schoo
in the day. Mileage between schools will be computed as follows:

Within District Mileage		Mapquest Mileage	Total Number of Trips	Total Meleage
Memorial HS/Middle School	Primary School	0.9		
Memorial HS/Middle School	Intermediate School	2.3		
Memorial HS/Middle School	DSC	2.5		
Memorial HS/Middle School	Holy Rosary	1.3		
Memorial HS/Middle School	Cook	1.6		
Primary School	Intermediate School	1.7		
Primary School	DSC	1.9		
Primary School	Holy Rosary	0.7		
Primary School	Cook	1.0		
Intermediate School	DSC	0.5		
Intermediate School	Holy Rosary	1.2		
Intermediate School	Cook	0.9		
DSC	Holy Rosary	1.4		
DSC	Cook	1.1		

TOTAL MILES _____

Total Miles @ 0.655 _____

Check appropriate time period: _____ Jan-March _____ April-June

_____ July-Sept _____ Oct-Dec

Date: _____ Signed: _____