SOUTH BURLINGTON SCHOOL DISTRICT
TRAVEL REIMBURSEMENT

SCHOOL YEAR: 2020-2021 Effective January 1, 2021

Note: This form should be sent to the Office of Operations and Finance at the end of every month. The person submitting this mileage form is advised to keep a copy for their records.

NAME: _____ POSITION: _____ DATE: _____

Date of Travel	From…….To	Mileage	Purpose of Travel MUST include Name of conference or reason for travel

Total Miles: _____ Amount Due: _____ (mileage x .56 cents)

Approved: _____ Date: _____
Supervisor's Signature

IMPORTANT NOTICE: Reimbursements need to be submitted and paid within 60 days of the occurrence. If received after that time, the reimbursement will be deemed to be wages in which case all taxes will apply. Per *Internal Revenue Service Code.* If you have questions, please contact the business office. Thank you.