

### SAN DIEGO UNIFIED SCHOOL DISTRICT DISTRICT DAILY MILEAGE REPORT

NAME \_\_\_\_\_ SCHOOL OR LOCATION \_\_\_\_\_ MONTH \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ ID #: \_\_\_\_\_

INSTRUCTIONS: Complete trip information in full. Attach this form to computer printout. Retain this form with computer printout in originating office. This form is subject to audit.

DATE	ODOMETER READING		NO. OF MILES	DESTINATION	PURPOSE OF TRIP
	START	END			
Total					

COMPUTING MILEAGE

In computing school business mileage, starting and finishing points normally shall be the regular headquarters of a of an employee. In the event an employee (other than a maintenance employee) does not depart from their regular headquarters at the beginning of the business day, or return to that headquarters at the end of the day, they shall deduct from the total mileage traveled the distance to and from home to their regular headquarters.

EXAMPLE: If total mileage traveled is 30 miles, and the distance from home to headquarters is eight miles each way, the allowed mileage equals 14 miles (30 miles less 16 miles = 14 miles).

Maintenance employees should assume that their headquarters is the first and last assignment or work place each day. (See procedure No.2510)

I certify that the travel above was accomplished in the performance of my official duties.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
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