

**For use effective 1/1/18**

**MILEAGE VOUCHER**  
The School Board of Broward County

Vendor Number	_____
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Name: (Please Print) \_\_\_\_\_ Month Ending: \_\_\_\_\_  
(Use proper name, not nick name)

Personnel Number: \_\_\_\_\_ Position: \_\_\_\_\_ School/Dept.Name: \_\_\_\_\_

Date	Places Visited	Gross Miles	Less Miles Home to Office	Net Miles	Purpose	Parking & Tolls
				Total Miles	Total Parking & Tolls, etc. =	
					X 0.55 (cents per mile) =	
					Total Requested	

\*The current rate is determined in a memorandum issued annually by the Treasurer’s Office. Insert the current rate as per the most recent memorandum.

Bookkeeper/Budgetkeeper Name \_\_\_\_\_ Phone \_\_\_\_\_

I certify that this claim is true and correct; that expenses were actually incurred by me as necessary travel expenses in the performance of my official duties.

Date	Signed				Approved				
Check Request No.	Gross Amount	G/L Account (8) Class+Obj+0’s	Bus Area (4)	Cost Center (10) BA+T+L+0	Fund (4)	Internal Order (12)	WBS Element (14)	Grant (14)	Functional Area (16) Function + Activity +0’s
		53360000							

Attach Mileage Voucher Summary Form when submitting Mileage Vouchers with multiple pages or multiple months with same coding. Staple all pages together with summary on the top. A single page Mileage Voucher does not require a Summary Form.