**FAIRFIELD SCHOOLS MILEAGE REPORT**

Submit for mileage reimbursement monthly. Staff that travels between schools, please submit at the end of the school year. It is 2 miles between schools. **Total your sheets.** Complete a **regular requisition form**, available on the District website, and attach this form. Have the ***building principal sign your requisition*** before submitting your request to the Board Office. **When traveling for PD, mileage should be round trip from your building’s location.**

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| **MONTH:** |  |  |  |  |  |
| Date | From | To | Reason | Mileage | Total Cost @ $0.47 |
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**Effective July 1, 2022 mileage reimbursement is *$0.47 per mile*. For any questions regarding mileage reimbursement, please contact Zayra Garcia at 973-227-1340 ext. 6 or garciaz@fpsk6.org.**