

FAIRFIELD SCHOOLS MILEAGE REPORT

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.

Please note that when traveling for Professional Development, mileage is Board approved and automatically reimbursed after the Travel Report is completed. Do not submit for PD mileage reimbursement with this form.

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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.