



DISTRICT OFFICE  
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## Mileage Request Form for In-District Travel

Smithville School District utilizes a non-accountable plan for employees who regularly travel between buildings and pay mileage as a stipend through payroll.

Use this form to record the miles you will travel for each week day during the school year. The mileage should reflect only that which includes travel from your first assignment to you last assignment each day. Your stipend will be calculated for the school year and distributed equally amongst the pay periods.

- Complete the form in its entirety.
- Have your Principal/Director sign the form.
- Send the signed form to the Director of Human Resources

Name: \_\_\_\_\_

Home School: \_\_\_\_\_

Position: \_\_\_\_\_

Travel Begin Date: \_\_\_\_\_ Travel End Date: \_\_\_\_\_

Day	Miles Traveled	From (Location)	To (Location)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total			

**Employees whose travel varies by week should record the miles of the reverse side of the form.**

**I have recorded varied miles on reverse side.**

Employee Signature & Date		
Principal/Director Signature & Date		
Director of Human Resources Signature & Date		Stipend \$
Payroll Signature & Date		

Use the space below to record monthly miles when your travel varies by week.

<b>WEEK 1</b>	<b>Miles Traveled</b>	<b>From (Location)</b>	<b>To (Location)</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>TOTAL WEEK 1</b>			

<b>WEEK 2</b>	<b>Miles Traveled</b>	<b>From (Location)</b>	<b>To (Location)</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>TOTAL WEEK 2</b>			

<b>WEEK 3</b>	<b>Miles Traveled</b>	<b>From (Location)</b>	<b>To (Location)</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>TOTAL WEEK 3</b>			

<b>WEEK 4</b>	<b>Miles Traveled</b>	<b>From (Location)</b>	<b>To (Location)</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>TOTAL WEEK 4</b>			