

**HUNTINGTON UNION FREE SCHOOL DISTRICT
Purchasing Department**

MILEAGE INVOICE 2017

MONTH _____ NAME _____

DATE	FROM	TO	REASON	MILES

**District Policy requires that travel from home to a conference must be adjusted by your daily commute from home to work.*

TOTAL MILEAGE: _____

RATE (As of 01/01/17): @.535

AMOUNT DUE: _____

Building Department Approval: _____ **DATE:** _____

NOTE: Mileage invoices must be submitted on a timely basis. Invoices submitted after June 30th of the school year in which travel took place may not be paid.