

**HUNTINGTON UNION FREE SCHOOL DISTRICT**  
**Purchasing Department**

**MILEAGE INVOICE 2023**

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 01/01/23):** \_\_\_\_\_ **@.655**

**AMOUNT DUE:** \_\_\_\_\_

**Building Department Approval:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*NOTE: Mileage invoices must be submitted no later than the last day of the following month. Any invoices submitted after July 15<sup>th</sup> will not be paid.*