



Berne-Knox-Westerlo Central School District
1738 HELDERBERG TRAIL · BERNE, NEW YORK 12023

Dr. Timothy Mundell, Superintendent (518) 872-1293
<http://www.bkwschools.org>

Business Office · (518) 872-0909 · Fax: (518) 872-0341
Secondary School Office · (518) 872-1482 · Fax: (518) 872-2083
Elementary Office · (518) 872-2030 · Fax: (518) 872-2031
Special Education Office · (518) 872-0945 · Fax: (518) 872-5128

BOARD OF EDUCATION
MATTHEW TEDESCHI
President

NATHAN ELBLE
Vice President

HELEN MARIE LOUNSBURY
KIMBERLY LOVELL
RANDY BASHWINGER

MILEAGE REIMBURSEMENT CLAIM FORM

You will be reimbursed for any excess mileage incurred. Mileage will be calculated subtracting out your mileage to and from work if applicable.

Name _____

Address _____

Travel Date _____

Conference destination/ Street &Town _____

1. Mileage from BKW to Home _____

2. Mileage from home to BKW _____

3. Mileage from BKW to Conference _____

4. Mileage from Conference to BKW _____

5. Mileage from Home to Conference _____

6. Mileage from Conference to Home _____

Home to conference /conference to home 5+6-1-2 _____

Home to conference/conference to BKW 5+4-2 _____

BKW to conference/conference to home 3+6-1 _____

BKW to conference/conference to BKW 3+4 _____

Total Mileage _____ @.54.5/mile(rate eff. 1/2018) _____

(Subject to change based on federal mileage rate)

Please attach documentation of mileage (map Quest sheets)

Claimant Signature

Supervisor Signature

Acct Code _____

District Mission Statement:

The B-K-W CSD will provide an environment that fosters the creative, emotional, intellectual, and physical well-being of each student in order to enable a mastery of the curriculum and a life-long learning capability to meet the challenges of the future.