



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

Dr. Timothy Mundell, Superintendent (518) 872-1293
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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 _____ @.58/mile(rate eff. 1/2019) _____

(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.