



**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 \_\_\_\_\_ @.56/mile(rate eff. 1/2021) \_\_\_\_\_

(Subject to change based on federal mileage rate)

Please attach documentation of mileage (**Google Maps Only**)

\_\_\_\_\_  
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.