# 2018 LSI Mileage Log

***** Mileage amounts are per LSI*****

******Mileage should not exceed 50 miles per day or 240 miles per pay period. *****

***** Mileage reports must be summited with in 45 day after the pay period. *****
***** Late mileage reports will not be paid. *****

**Employee** _____

**Individual (s)** _____

| Date | Individual | Destination | Total Miles |
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| | | **Total Miles** | 0.0 |

**Reimbursement Rate** $ 0.35

**Total Amount** $ 0.00

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**Individual's /Guardian's Signature**

_____
**Employee Signature**

_____
**Finance Designee Approval**