

# *Ridgway Area School District*

## **MILEAGE VOUCHER**

### **What is the Purpose of the Form?**

This form is used to request mileage reimbursement for employees of the district who use their personal vehicle on a regular basis.

### **Who Should File the Form?**

The employees requesting reimbursement for use of their personal automobile.

### **When Should the Form be Filed?**

Forms can be filed monthly providing at least 25 miles has accumulated or upon meeting the 25 mile minimum or at the end of any school year.

### **Special Notes:**

This form is not to be used to report mileage for individual conferences and field trips.

Revised: October 2002



MILEAGE TO BE USED FOR TRAVEL WHEN WITHIN DISTRICT  
(ONE WAY)

HIGH SCHOOL TO BOOT JACK	2.6
HIGH SCHOOL TO I G A	1.0

MILEAGE TO BE USED FOR TRAVEL OUT OF DISTRICT  
(ONE WAY)

ALTOONA	99.0		KANE	24.0
BRADFORD	42.0		MEADVILLE	84.0
BROCKWAY	17.5		NEW BETHLEHEM	59.0
BROOKVILLE	32.0		OIL CITY	70.0
CLARION	48.0		OLEAN	65.0
CLEARFIELD	38.0		PITTSBURGH	120.0
			PITTSBURGH AIRPORT	162.0
CURWENSVILLE	42.0		PORT ALLEGANY	55.0
DUBOIS	28.0		PUNXSUTAWNEY	45.0
EISENHOWER	47.5		SHEFFIELD	30.0
EMPORIUM	30.0		SMETHPORT	45.0
ERIE	105.0		STATE COLLEGE	80.0
HARRISBURG	165.0		ST. MARYS	11.0
HERSHEY	190.0		YOUNGSVILLE	50.0
INDIANA	71.5		WARREN	42.0
JOHNSONBURG	8.0		WILLIAMSPORT	125.0
JOHNSTOWN	91.5		WARRENDALE OR MARS	144.0