

Copy to:

_____ Requestor
 _____ Building Principal
 _____ District Office (Billing)
 _____ Vehicle Transportation Coordinator

SCHOOL DISTRICT OF LADYSMITH VEHICLE REQUEST FORM

DATE NEEDED <small>(ex: Mon., 01/01/1111)</small>	# OF ADULTS (A) STUDENTS (S) <small>(ex: A=4/S=12)</small>	DEPART TIME	DATE/TIME PICKING UP KEYS	DESTINATION (CITY) <small>(ex: Madison, Chippewa Falls, Hayward)</small>	REASON/ACTIVITY/DEPARTMENT <small>(ex: CESA10, Sports Events, HON Meetings, Coaches Meetings, HCA, Government Day)</small>	RETURN DATE & TIME

THIS SECTION MUST BE FILLED OUT BY EMPLOYEE USING VEHICLE BEFORE RETURNING TO THE HIGH SCHOOL OFFICE.

DATE	STARTING MILEAGE	ENDING MILEAGE	DATE & GALLONS OF GAS FILLED

REMINDER TO EMPLOYEES THAT IT IS YOUR RESPONSIBILITY TO LOG THE STARTING MILEAGE, ENDING MILEAGE AND TO HAVE THE GAS TANK FULL WHEN RETURNING VEHICLES.

If the employee is required to travel for school purposes outside the City of Ladysmith, a school vehicle should be used if available. It is the employee's responsibility to verify availability.

When a school vehicle is not available, the employee may use their personal vehicle and will be reimbursed for mileage at the current IRS rate.

In those rare occasions when a school vehicle is available, but the employee chooses to use their personal vehicle, they will be reimbursed at the IRS rate minus \$0.20 per mile.

Request for mileage claims are to be submitted quarterly to the business office.

Employee Printed Name	Employee Signature	Date	Building Principal Authorization
Vehicle Problems/Concerns			