



Millinocket School Department

TRAVEL EXPENSE FORM

Employee _____ Date _____

Vendor # _____ Account # _____

TRIP

Trip Information (see mileage chart on back of form)

To _____ From _____ Date of Trip _____

Description of Trip _____

Mileage _____

Mileage Total _____ **X \$0.44** \$ _____

TOLLS

Tolls (Must have receipts): _____ **Tolls Total** \$ _____

MEALS

Meals (Must have receipts – cannot reimburse for sales tax):

Breakfast(s) \$ _____ Lunch(es) \$ _____ Dinner(s) \$ _____

(Maximum including tip \$6 breakfast, \$10 lunch, \$25 dinner)

Meal(s) Total \$ _____

TOTAL MILEAGE, TOLLS & MEALS \$ _____

Traveler's Signature

Department Authorization

Superintendent

MILEAGE FROM MILLINOCKET AND RETURN
@ .44 PER MILE

Augusta	292	\$128.48
Bangor	146	\$64.24
Boston	610	\$268.40
Dover-Foxcroft	104	\$45.76
East Millinocket	16	\$7.04
Ellsworth	204	\$89.76
Enfield	82	\$36.08
Houlton	138	\$60.72
Lewiston	354	\$155.76
Lincoln	68	\$29.92
Milo	78	\$34.32
Orono	130	\$57.20
Portland	400	\$176.00
Presque Isle	218	\$95.92
Rockport	258	\$113.52
Waterville	252	\$110.88

<http://www.randmcnally.com/mileage-calculator.do>