



**Annie Porter Ainsworth Memorial Library**  
6064 South Main Street, P.O. Box 69  
Sandy Creek, New York 13145  
Phone (315) 387-3732  
Fax (315) 387-2005

### Mileage Report

This form is to be used when traveling for Library business, such as NCLS meetings, classes, workshops, conferences, etc. Mileage is not paid for travel to and from the Library for regular work hours.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Reason: \_\_\_\_\_

Beginning Point Address: \_\_\_\_\_

Ending Point Address: \_\_\_\_\_

Miles for Reimbursement: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

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*To be completed by the Treasurer.*

Mileage Rate \$ \_\_\_\_\_ for 202

Miles Approved: \_\_\_\_\_

Total Due: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_