WEST MIFFLIN AREA SCHOOL DISTRICT
1020 Lebanon Road, Suite 250
West Mifflin, PA 15122
(412)466-9131 (412)466-9261
www.wmasd.org

LOCAL TRAVEL REIMBURSEMENT FORM (EXHIBIT 1)

NAME_____ FOR MONTH OF _____

VENDOR NO._____ BUDGET CODE _____

STAPLE ALL RECEIPTS TO BACK OF FORM

Date	Mileage	Description-To/From	Meals	Parking & Tolls	Other	Reason for Expense
TOTALS						

Total Miles:_____@ 72.5 Cents =_____ Total Due:_____
The following is the correct mileage used by me during the time period listed above.

_____ _____
Employee Date

_____ _____
Approval: Business Manager Approval: Superintendent

This form must be submitted on a monthly basis, any expenses over sixty (60) days will not be reimbursed.

01/29/2026

Mileage Chart Between WMASD Locations

	Admin Bldg	AIU	Calvary Baptist	Clara Barton	High School	Homeville	Middle School	Walnut Grove	Cornerstone	Steel Center	Maintenance
Admin Building 412-466-9131		4.7		3.0	4.6	4.9	4.6			3.8	2.4
Allegheny Intermediate Unit 412-394-5700	4.7			7.5	4.3	3.4	4.3				
Calvary Baptist 412-461-6211				4.5	0.9	1.2	0.9				
Clara Barton Elementary 412-466-1820	3.0	7.5	4.5		5.1	5.4	5.1	2.0	1.6		0.6
High School 412-466-7220	5.0	4.3	0.9	5.1		0.7	0	3.6	6.1	7.1	4.5
Homeville Elementary 412-461-5946	5.0	3.4	1.2	5.4	0.7		0.7	3.9	6.5		4.9
Middle School 412-466-3200	5.0	4.3	0.9	5.1	0	0.7		3.6	6.1	7.1	4.5
Walnut Grove 412-469-3280				2.0	3.6	3.9	3.6				
Cornerstone Christian 412-466-1919				1.6	6.1	6.5	6.1				
Steel Center CTE 412-469-3200	3.8				7.1		7.1				
Maintenance Garage	2.4			0.6	4.5	4.9	4.5				

Approved by the West Mifflin Area School District Board of Directors: January 20, 2005

Revised: February 21, 2008

Revised: January, 2011

Revised: June 26, 2014

Revised: April 21, 2022

Revised: January 1, 2024