

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

117-AR-5. HOMEBOUND INSTRUCTION MILEAGE REPORT

**** PRINT IN BLUE OR BLACK INK ****

****STUDENT NAME: _____

STUDENT ADDRESS: _____

(House #/Street/City/Zip)

INSTRUCTOR NAME: _____

(As Name Appears On Social Security Card)

INSTRUCTOR SOCIAL SECURITY NUMBER: _____

INSTRUCTOR ADDRESS: _____

(House #/Street/City/Zip)

MILEAGE CALCULATION

The requested mileage (M) total should be the lessor of the following:

- OR 1) Mileage from school site to tutor site times 2 = M
- OR 2) Mileage from your home to and from the tutor site minus your round trip mileage from your "Home to School" times 2 = M
- OR 3) If you tutor in the evenings or on weekends, your mileage is from your home to the tutor site times 2 = M

.....
"M" times total number of Tutor Sessions = Total Miles Eligible

DISTANCE X VISITS X 2 (ROUND TRIP) = TOTAL MILES PER MONTH
(Calculations Must Be Shown)

Distance _____ X _____ Visits X 2 = _____ TOTAL MILES

ALLOWABLE REIMBURSEMENT (Total Miles X .500): **

** RATE CHANGE EFFECTIVE JANUARY 1, 2010 USE (Total Miles X .500)

Month of Reimbursement: _____ Date Submitted: _____

I certify that the information contained on this report regarding mileage is accurate and correct.

_____ Signature of Homebound Instructor	_____ Date
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_____ Signature of Homebound Instructor	_____ Date
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Elementary: 10140022-0580

Secondary: 10140026-0580

**** CIRCLE THE LEVEL OF THE STUDENT BEING TUTORED PLEASE
