



Mileage Claim Form

District Representatives attending tournament committee meetings will be reimbursed for their round-trip travel. **To apply for reimbursement, complete this form and attach to it a copy of the notes/information/minutes from the meeting attended.** Submit to the address below. **Requests for reimbursement without the required attachments will not be considered.**

NAME: _____

ADDRESS: _____

PHONE: _____

COMMITTEE: _____

DATE OF MEETING: _____

LOCATION: _____

MILEAGE: _____

x \$.55 per mile

Total claimed: \$ _____

SIGNATURE: _____

DATE: _____

Mail this form with a copy of the notes from the meeting to:

Kevin C. Hook
Calvert County Public Schools
1305 Dares Beach Rd
Prince Frederick, MD 20678