



2441 Kenwood Circle  
Mansfield, Ohio 44906

## Mileage Report Form 17-261b

For Accounting Use Only

PO # \_\_\_\_\_

Vendor # \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_ Account # \_\_\_\_\_

Date	From Address	To Address	Parking	Miles	Amount	Purpose/Description
<b>Total</b>						

**TOTAL REIMBURSEMENT**


Traveler \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Division VP \_\_\_\_\_

Date \_\_\_\_\_

VP Business & Administrative Services \_\_\_\_\_

Date \_\_\_\_\_

**Current Mileage  
Rate/IRS**

TREASURER'S CERTIFICATE: It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate, the amount required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the appropriated fund, free from any previous encumbrance.