RM0007 Rev. 7/20

WORKERS' COMPENSATION MILEAGE LOG

Risk Management Department Lincoln Public Schools

Phone: 402-436-1760 Fax: 402-458-3276

Staff members with Workers' Compensation mileage expenses will create their expense report in Expense Management (XM) application. All employee reimbursements are processed by payroll and paid out twice a month.

		Odometer Reading Begin Mileage End Mileage (or) Total Mileage			
Date	To/From	Begin Mileage	End Mileage	(or)	Total Mileage
				-	
				-	
				\top	

Return form by the first of the month to:

Lincoln Public Schools or Inter-Office Mail

Risk Management Box 14 5905 O Street LPSDO

Lincoln, NE 68510

Upon approval of your claim, you will be reimbursed for total mileage.

I certify that the mileage noted above is true and correct and that the trips were ne	cessary as a result of a work-related injury.
(Non-Electronic) Employee Signature	Date

Date of Injury Employee ID #