

Klamath County School District

Code: **DLD-AR(2)**
 Revised/Reviewed: 7/09/09; 4/17/12; 12/14/17
 Orig. Code(s): DLD-AR(2)

Klamath County School District In-District Mileage Reimbursement Request

Please see reverse side for instructions

Name: _____

School/Department: _____

Date	From	To	Reason	Total Miles
Total Miles				

(Please ask supervisor if unsure of current district rate) Mileage Rate x

= Miles times rate \$.

Signature: _____

Date: _____

Account Number: _____

Account Total: _____

Account Number: _____

Account Total: _____

Approved: _____

Date: _____

Instructions for In-District Mileage Reimbursement Request Form

Complete the request for reimbursement form for in-district mileage and obtain signature. Send to accounts payable at the district office for payment.

Administrators: Send completed form to the superintendent’s office for authorized signature. The form will then be sent to accounts payable for payment.

Incomplete forms will be returned.

**Mileage from Schools/Departments to District Office
(One Way)**

<u>Bonanza</u> 28	<u>Henley High</u> 7	<u>Sage Community School</u> 32.6
<u>Brixner</u> 5.3	<u>Keno</u> 9.6	<u>Transitions Program</u> 7.5
<u>Chiloquin Elementary</u> 30.5	<u>Lost River Jr./Sr. High</u> 23.5	Bus Shop Maintenance
<u>Chiloquin Jr./Sr. High</u> 30.5	<u>Malin</u> 28.3	Warehouse _____ 4
<u>Falcon Heights</u> 7	<u>Mazama</u> 5.5	
<u>Ferguson</u> 6.5	<u>Merrill</u> 18	
<u>Gearhart</u> 56.5	<u>Peterson</u> 5.5	
<u>Gilchrist</u> 94.5	<u>Shasta</u> 7.5	
<u>Henley Elementary</u> 7	<u>Stearns</u> 5	
<u>Henley Middle</u> 7		