

# Klamath County School District

Code: **DLD-AR(2)**  
 Revised/Reviewed: 7/09/09; 4/17/12; 12/14/17;  
 4/19/18  
 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>	<u>28</u>	<u>Henley Middle</u>	<u>7</u>	<u>Stearns</u>	<u>5</u>
<u>Brixner</u>	<u>5.3</u>	<u>Henley High</u>	<u>7</u>	<u>Sage Community School</u>	<u>32.6</u>
<u>Chiloquin Elementary</u>	<u>30.5</u>	<u>Keno</u>	<u>9.6</u>	<u>Transitions Program</u>	<u>7.5</u>
<u>Chiloquin Jr./Sr. High</u>	<u>30.5</u>	<u>Lost River Jr./Sr. High</u>	<u>23.5</u>		
<u>Falcon Heights</u>	<u>7</u>	<u>Malin</u>	<u>28.3</u>		
<u>Ferguson</u>	<u>6.5</u>	<u>Mazama</u>	<u>5.5</u>		
<u>Gearhart</u>	<u>56.5</u>	<u>Merrill</u>	<u>18</u>		
<u>Gilchrist</u>	<u>94.5</u>	<u>Peterson</u>	<u>5.5</u>		
<u>Henley Elementary</u>	<u>7</u>	<u>Shasta</u>	<u>7.5</u>		