

Klamath County School District

Code: **DLD-AR(3)**
 Revised/Reviewed: 7/09/09; 4/17/12
 Orig. Code(s): DLD-AR(3)

Klamath County School District Travel Approval and Reimbursement Request

Please see reverse side for instructions

Name: _____ School/Department: _____

OUT – OF – DISTRICT APPROVAL

Title of Conference/Meeting/Event: _____
 (Attach brochure if available)
 Location: _____ Date(s): _____
 Approval of Administrator/Superintendent _____ Date: _____

REIMBURSEMENT REQUEST

Date of Request: _____

Indicate with "X" for out-of-district

Date	Location – City	Breakfast	Lunch	Dinner	Lodging	Total

	Explanation	Miles	Miles times	Local	Other	

Grand total: _____

Signature: _____

Date: _____

Account Number: _____

Account Total: _____

Account Number: _____

Account Total: _____

Approved: _____

Date: _____

*District rate may vary. Please ask supervisor if unsure of district rate.

Instructions for Out-of-District Travel and Reimbursement Request Form

This form is to be used for out-of-district reimbursements. The Out-of-District Approval section must be completed and authorization obtained prior to the trip. (Administrators should allow time for superintendent's authorization prior to departure.)

Upon return, complete the reimbursement request portion, attach hotel and conference receipts and obtain appropriate signature.

Principals and district office administrators must send completed form to the superintendent's office for superintendent's signature and forwarding to accounts payable. Forms that are not complete (lack receipts, account number, and/or appropriate signature, etc.) will be returned for proper completion.

Mileage from Klamath Falls (One Way)

<u>Albany</u>	<u>213</u>	<u>Gresham</u>	<u>283</u>	<u>Oregon Caves</u>	<u>154</u>
<u>Arlington</u>	<u>306</u>	<u>Heppner</u>	<u>309</u>	<u>Oregon City</u>	<u>270</u>
<u>Ashland</u>	<u>64</u>	<u>Hillsboro</u>	<u>286</u>	<u>Pendleton</u>	<u>378</u>
<u>Astoria</u>	<u>364</u>	<u>Hood River</u>	<u>289</u>	<u>Portland</u>	<u>279</u>
<u>Baker</u>	<u>383</u>	<u>Independence</u>	<u>233</u>	<u>Prineville</u>	<u>172</u>
<u>Bandon</u>	<u>245</u>	<u>John Day</u>	<u>290</u>	<u>Rainier</u>	<u>327</u>
<u>Beaverton</u>	<u>276</u>	<u>Junction City</u>	<u>187</u>	<u>Redmond</u>	<u>153</u>
<u>Bend</u>	<u>137</u>	<u>La Grande</u>	<u>408</u>	<u>Reedsport</u>	<u>244</u>
<u>Burns</u>	<u>235</u>	<u>Lake Oswego</u>	<u>273</u>	<u>Roseburg</u>	<u>171</u>
<u>Clatskanie</u>	<u>341</u>	<u>Lakeview</u>	<u>96</u>	<u>St. Helens</u>	<u>308</u>
<u>Coos Bay</u>	<u>245</u>	<u>Lebanon</u>	<u>214</u>	<u>Salem</u>	<u>234</u>
<u>Coquille</u>	<u>227</u>	<u>Lincoln City</u>	<u>292</u>	<u>Seaside</u>	<u>351</u>
<u>Corvallis</u>	<u>213</u>	<u>Madras</u>	<u>179</u>	<u>Sheridan</u>	<u>261</u>
<u>Cottage Grove</u>	<u>181</u>	<u>Mc Minnville</u>	<u>259</u>	<u>Silverton</u>	<u>246</u>
<u>Crater Lake</u>	<u>57</u>	<u>Medford</u>	<u>76</u>	<u>Springfield</u>	<u>170</u>
<u>Dallas</u>	<u>242</u>	<u>Milton-Freewater</u>	<u>408</u>	<u>The Dalles</u>	<u>268</u>
<u>Elgin</u>	<u>428</u>	<u>Milwaukie</u>	<u>277</u>	<u>Tillamook</u>	<u>303</u>
<u>Enterprise</u>	<u>473</u>	<u>Newberg</u>	<u>263</u>	<u>Toledo</u>	<u>260</u>
<u>Eugene</u>	<u>172</u>	<u>Newport</u>	<u>266</u>	<u>Union</u>	<u>419</u>
<u>Forest Grove</u>	<u>285</u>	<u>North Bend</u>	<u>248</u>	<u>Vale</u>	<u>349</u>
<u>Gold Beach</u>	<u>238</u>	<u>Nyssa</u>	<u>368</u>	<u>Vernonia</u>	<u>316</u>
<u>Grants Pass</u>	<u>104</u>	<u>Ontario</u>	<u>365</u>	<u>Woodburn</u>	<u>250</u>

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

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