



**Philomath
Public Schools**

Benton County School District 17J, 1620 Applegate Street, Philomath OR 97370 (541) 929-3169

Request for Mileage Reimbursement Form

Employee Name

Account Number:

Rate Per Mile
Total Mileage
Total Reimbursement

Rate Per Mile	\$0.580
Total Mileage	0
Total Reimbursement	\$0.00

NOTE: The IRS periodically changes the per mile reimbursement rate. Current rate for 2018.

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Expense
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00

No google map is required for trips to KVCS, LBL ESD, LBCC or between PSD campuses.
Round trip from Philomath to KVCS (28 mi) LBL ESD (48 mi) LBCC (42 mi).

Requester (signature): _____

Date: _____

Authorized Approver (signature): _____

Date: _____