Philomath School District 17J

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

Request for Mileage Reimbursement Form

Employee Name

Account Number:

Rate Per Mile $0.545

Total Mileage

Total Reimbursement

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

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:** _____