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	**$0.580**
Total Mileage	
Total Reimbursement	

NOTE: **The IRS periodically changes the per mile reimbursement rate.**

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:** _____