



SNOQUALMIE VALLEY

SCHOOL DISTRICT

INTER-DISTRICT MILEAGE CLAIM FORM

Employee Name: _____ Position: _____ Date: _____
 (Name must match SVSD HR records)

Reimbursement must be submitted within **thirty (30) days** after the expense is incurred per IRS regulations. The Employee's reimbursement will be deposited into their bank account on the last business day of the month (if this request is received prior to the monthly cutoff date). Please consult the Business Office for cutoff dates: (425) 831-8011. Mileage to and from work will not be reimbursed.

DATE (MM/DD/YYYY)	SCHOOL LOCATION		REASON	MILES
	FROM	TO		
TOTAL MILES				

<p>TOTAL MILES: _____ @ \$0.655 per mile (eff. 1/1/2023 – 12/31/2023)</p> <p>TOTAL REIMBURSEMENT: \$ _____</p>
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CERTIFICATION: I hereby certify under penalty of perjury: that this is a true and correct claim for necessary expenses incurred during the conduct of official school business. That no payment has been received by me on account thereof; that no rebate of any character, kind, or description has been made to me by any person or persons furnishing any of said transportation; that the expenses charged were actually and necessarily incurred and paid by me in lawful money.

Signature of Claimant: _____ DATE: _____

Supervisor Approval: _____ DATE: _____

Account Code: 10 – E – 530 – _____ – _____ – _____ – _____ – _____ – _____ = \$ _____
 10 – E – 530 – _____ – _____ – _____ – _____ – _____ – _____ = \$ _____

Business Office Approval: _____ DATE: _____



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DESTINATION

DEPARTURE	DESTINATION												
	DO	FCES	SES	NBES	TRES	OES	CVES	CKMS	TFMS	SMS	MSHS	TR	TLC
DO	0	5.5	1.1	3.5	3.3	4.9	3.1	6.3	7.2	1.1	1.2	1.2	3.3
FCES	5.5	0	6.5	8.8	7.4	10.2	7.2	0.8	12.5	6.4	6.5	6.5	8.7
SES	1.1	6.5	0	2.7	4.2	4.2	4	7.2	6.5	0.9	0.4	0.4	2.6
NBES	3.5	8.8	2.7	0	6.6	1.6	6.4	9.5	3.9	2.4	2.8	2.8	0.3
TRES	3.3	7.4	4.2	6.6	0	8	0.8	8.2	10.3	4.2	4.3	4.3	6.4
OES	4.9	10.2	4.2	1.6	8	0	7.8	11	3	3.8	4.3	4.3	1.8
CVES	3.1	7.2	4	6.4	0.8	7.8	0	8	10.1	4	4.1	4.1	6.2
CKMS	6.3	0.8	7.2	9.5	8.2	11	8	0	13.2	7.1	7.2	7.2	9.4
TFMS	7.2	12.5	6.5	3.9	10.3	3	10.1	13.2	0	6.1	6.5	6.5	4
SMS	1.1	6.4	0.9	2.4	4.2	3.8	4	7.1	6.1	0	0.4	0.4	2.2
MSHS	1.2	6.5	0.4	2.8	4.3	4.3	4.1	7.2	6.5	0.4	0	0	2.7
TR	1.2	6.5	0.4	2.8	4.3	4.3	4.1	7.2	6.5	0.4	0	0	2.7
TLC	3.3	8.7	2.6	0.3	6.4	1.8	6.2	9.4	4	2.2	2.7	2.7	0

DISTANCES WERE CALCULATED USING GOOGLE MAPS
 UPDATED FOR 2023-2024 SCHOOL YEAR