

THIS FORM MUST BE TYPED

**KALISPELL SCHOOL DIST NO. 5
IN DISTRICT TRAVEL REIMBURSEMENT FORM**

2024 Mileage Rate – 67 Cents/Mile

Name

Date

Mailing Address

Budget Unit

Reimbursement For

1st Semester
(Through December)

2nd
Semester

Dates of Travel	# of Days Traveled	Travel between School 1	And	School 2	Allowed Mileage (From Chart Below)	Mileage Rate	** Total (See below)
Example: 1/2024 - 6/2024	87.00	FHS		Linderman	.90	.67	52.46
			And				
			And				
			And				
			And				
			And				
			And				
			And				
			And				
			And				
BUDGET UNIT SELECTION						TOTAL	
Special Ed: 115-14-287-2490-0000 581 Nurses: 101/201-06-060-2130-0000 581 Food Serv: 212-16-910-3100-0000 581							
Elementary: 101-25-160-2300-0000 581 High School: 201-25-160-2300-0000 581							

Employee
Signature

Supervisor
Signature

**KALISPELL SCHOOL DIST NO. 5
IN DISTRICT TRAVEL REIMBURSEMENT FORM**

	Admin	Edgerton	Elrod	Hedges	Peterson	Russell	Linderman	KMS	FHS	GHS	Voag	Rankin
Admin		2.6	0.4	0.6	0.9	1	0.2	2.2	0.6	4.3	2.3	1.9
Edgerton	2.6		3.1	2.8	3.5	2.4	2.4	3.8	3.3	3.3	4.7	4.5
Elrod	0.4	3.1		0.8	0.7	1.1	0.6	2.2	0.2	4.2	2.4	1.8
Hedges	0.6	2.8	0.8		1.5	1.5	0.5	3.1	0.6	4.8	2.7	1.6
Peterson	0.9	3.5	0.7	1.5		1.2	1	1.6	0.9	4	3.1	3.1
Russell	1	2.4	1.1	1.5	1.2		0.9	1.3	1.3	3.2	3	2.6
Linderman	0.2	2.4	0.6	0.5	1	0.9		2.7	0.9	4.1	2.3	2
KMS	2.2	3.8	2.2	3.1	1.6	1.3	2.7		2.6	2.7	4.4	5.2
FHS	0.6	3.3	0.2	0.6	0.9	1.3	0.9	2.6		4.3	2.3	1.7
GHS	4.3	3.3	4.2	4.8	4	3.2	4.1	2.7	4.3		6.4	6.7
Voag	2.3	4.7	2.4	2.7	3.1	3	2.3	4.4	2.3	6.4		2.3
Rankin	1.9	4.5	1.8	1.6	3.1	2.6	2	5.2	1.7	6.7	2.3	

To complete this form on your computer – The tab key will move through each field. Some fields have drop down choices. The form will calculate the number of days by the miles between school and the mileage rate. Be sure to tab each time data is entered to get the correct calculation. When the form is completed, print, sign & date, get supervisor signature, and return to the Business Office. **Forms without your signature & supervisor signature will be returned.**