

**MILEAGE REIMBURSEMENT CLAIM FORM**  
**Hacienda La Puente Unified School District**

NAME \_\_\_\_\_REQ. NO. \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **JOB TITLE/SITE** \_\_\_\_\_

Account number(s) to pay mileage reimbursement claim:

Document  
Reviewed:

I hereby certify that this mileage reimbursement claim is just and true and the mileage driven was done in the course of carrying out job responsibilities for Hacienda La Puente Unified School District

Date

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Signature of Person Submitting Mileage Reimbursement Claim

Date

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#### **Claimant's Supervisor's Approval**

Date

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Director of Fiscal Approval

Form#1020 (rev 1/3/2025)

Form#1020 (rev 1/3/2025)  
All mileage claims are subject to review before being processed. Mileage claim forms must be submitted within 10 work days after the month claimed on the mileage form. Claim forms not submitted in a timely manner may not be paid and paperwork will be sent back to claimant. Distances traveled within the district will be calculated using the district mileage chart. When traveling outside of the district mileage chart, a MapQuest form will be needed. Whiteout is prohibited on mileage forms; any forms that have whiteout will be returned. By signing this form claimant acknowledges that they understand and accept the reimbursement guidelines.



District Office	Amar/Child Dev.	Baldwin	Bixby	California	Cedarlane	Del Valle	Dibble	Equity & Access	Fairgrove	Glenelder	Grandview	Grazide	Hurley	ISC	Kwiss	LPHS	Lassalette	Los Altos El.	NCS	Nelson	Newton	Orange Grove	Palm	Palm Canyon	Sierra Vista	Sparks El.	Sparks Middle	SSC/Hudson	Stimson	Sunset	Temple	Valinda	Willow	WIHS	Winglane	Workman El.	WOHS									
District Office	3.0	3.4	1.4	3.2	1.3	2.6	1.0	0.9	1.8	2.8	0.4	4.1	2.1	3.2	0.0	1.9	1.5	3.4	2.5	1.8	2.9	2.1	1.9	0.0	2.2	1.7	2.7	2.3	1.4	2.4	2.2	2.4	1.7	0.8	3.3	2.5	3.5	0.9	2.1	3.2	1.4	3.5	1.9	2.7		
Amar/Child Dev.	3.0		1.2	4.3	0.2	4.1	1.3	3.5	3.2	1.7	0.7	3.4	2.5	5.0	4.1	3.0	4.4	1.8	1.2	5.0	3.3	5.4	3.6	4.4	3.0	0.8	4.2	3.6	3.2	2.9	1.3	0.9	0.6	1.5	3.6	0.8	0.5	1.9	3.2	5.0	1.9	4.3	2.5	2.1	2.1	
Baldwin	3.4	1.2		4.7	1.2	4.7	1.9	3.9	3.8	2.1	0.6	4.0	2.2	5.4	4.3	3.4	4.9	2.3	2.7	5.5	4.8	5.8	4.9	4.9	3.1	2.1	4.6	5.0	4.5	4.4	1.9	1.6	1.5	2.1	4.0	2.1	1.7	1.5	3.8	5.4	3.2	4.8	2.4	2.4	2.1	
Bixby	1.4	4.3	4.7		4.4	0.2	3.8	1.3	2.3	3.0	4.0	1.5	4.7	2.4	3.4	1.4	2.4	2.8	4.6	3.5	3.2	3.2	3.5	1.6	1.4	3.5	2.2	4.1	3.7	2.8	3.7	3.4	3.7	3.1	0.9	4.6	3.8	4.8	2.3	0.7	4.4	0.0	4.3	3.2	5.0	
California	3.2	0.2	1.2	4.4		4.5	1.5	3.6	3.3	1.8	0.6	3.6	2.6	5.1	4.3	3.2	4.5	1.9	1.4	5.1	3.4	5.6	3.7	4.5	3.2	1.0	4.3	3.8	3.3	3.0	1.5	1.0	0.7	1.7	3.8	1.0	0.6	2.1	3.3	5.2	2.0	4.5	2.9	2.3	2.3	
Cedarlane	1.3	4.1	4.7	0.2	4.5		3.7	1.1	2.2	2.9	3.9	1.4	4.9	2.6	3.6	1.3	2.0	2.7	4.5	2.6	3.0	3.4	3.4	1.5	1.3	3.3	1.8	4.0	3.5	2.6	3.5	3.3	3.5	2.8	0.8	4.4	3.7	4.6	2.2	0.9	4.3	0.2	4.6	3.0	3.9	
Del Valle	2.6	1.3	1.9	3.8	1.5	3.7		3.1	3.0	1.3	1.1	3.0	1.7	4.6	3.2	2.6	3.9	1.3	2.4	4.6	3.6	5.0	4.2	4.0	2.6	2.0	3.8	4.7	4.3	3.5	0.4	1.4	1.2	0.9	3.2	1.0	1.6	1.1	3.0	4.7	3.0	3.9	1.5	1.1	0.7	
Dibble	1.0	3.5	3.9	1.3	3.6	1.1	3.1		1.4	2.3	3.3	1.2	4.6	1.6	3.5	1.0	1.1	2.0	3.9	1.7	1.3	2.2	2.7	1.0	1.0	2.7	1.0	3.2	2.8	3.7	3.4	3.7	3.1	0.9	4.6	3.8	4.8	2.3	0.7	4.4	0.0	4.3	3.2	5.0		
Equity & Access	0.9	3.2	3.8	2.3	3.3	2.2	3.0	1.4		2.2	3.2	1.4	4.5	2.9	3.4	0.9	2.0	2.0	3.5	2.9	1.3	3.3	1.7	2.3	0.9	2.4	2.1	1.9	1.0	2.8	2.6	2.8	2.1	1.7	3.5	2.7	3.9	0.0	3.3	2.3	3.2					
Facilities	1.8	1.7	2.1	3.0	1.8	2.9	1.3	2.3	2.2		1.4	2.2	2.8	3.7	2.9	2.9	1.8	3.1	0.5	2.0	3.7	3.0	4.1	3.4	3.1	1.8	1.1	2.9	4.1	3.7	2.6	1.1	0.9	1.1	0.7	2.4	1.9	1.2	2.2	2.2	4.1	2.7	3.0	2.2	1.3	1.4
Fairgrove	2.8	0.7	0.6	4.0	0.6	3.9	1.1	3.3	3.2	1.4		3.2	2.3	4.8	3.9	2.8	4.2	1.5	2.0	4.8	4.1	5.2	4.3	4.2	2.8	1.6	4.0	4.4	4.0	3.7	1.1	1.0	0.8	1.3	3.4	1.6	1.2	1.7	3.2	4.8	2.6	4.1	2.5	1.9	1.9	
Glenelder	0.4	3.4	4.0	1.5	3.6	1.4	3.0	1.2	1.4	2.2	3.2		4.5	2.2	3.0	0.4	2.3	2.0	3.7	2.9	2.2	3.3	2.7	1.6	0.4	2.7	2.1	3.1	2.7	1.8	2.9	2.6	2.9	2.3	0.9	3.6	3.0	3.9	1.4	2.2	3.6	1.5	4.2	2.4	3.2	
Grandview	4.1	2.5	2.2	4.7	2.6	4.9	1.7	4.6	4.5	2.8	2.3	4.5		6.1	2.5	4.1	5.4	2.8	3.5	6.1	5.3	6.4	5.8	5.8	4.1	3.1	5.3	5.9	5.5	5.0	2.1	2.5	2.3	2.3	4.7	3.1	2.7	0.7	4.5	4.0	4.2	4.7	0.7	2.5	1.3	
Grazide	2.1	5.0	5.4	2.4	5.1	2.6	4.6	1.6	2.9	3.7	4.8	2.2	6.1		4.3	2.1	1.7	3.5	5.3	1.6	2.4	1.3	3.1	1.0	2.1	4.2	1.5	3.4	3.4	3.1	4.4	4.1	4.4	3.7	1.4	5.3	4.5	5.5	2.9	2.3	5.1	2.3	5.5	3.9	4.7	
Hurley	3.2	4.1	4.3	3.4	4.3	3.6	3.2	3.5	3.4	2.9	3.9	3.0	2.5	4.3		3.2	4.4	2.3	4.5	5.0	4.5	5.2	4.9	4.5	3.2	3.4	4.2	5.7	5.2	4.1	3.3	3.3	3.6	2.3	2.7	4.5	3.7	2.9	3.4	2.3	4.3	2.1	1.3	2.4		
ISC	0.0	3.0	3.4	1.4	3.2	1.3	2.6	1.0	0.9	1.8	2.8	0.4	4.1	2.1	3.2	1.9	1.5	3.4	2.5	1.8	2.9	2.1	1.9	0.0	2.2	1.7	2.7	2.3	1.4	2.4	2.2	2.4	1.7	0.8	3.3	2.5	3.5	0.9	2.1	3.2	1.4	3.5	1.9	2.7		
Kwiss	1.9	4.4	4.9	2.4	4.5	2.0	3.9	1.1	2.0	3.1	4.2	2.3	5.4	1.7	4.4	1.9		2.9	4.7	1.7	0.7	2.1	1.4	1.1	1.9	3.6	0.2	2.0	1.7	1.5	3.8	3.5	3.8	3.0	1.3	4.7	3.9	4.6	2.0	3.2	4.1	2.4	4.6	3.0	3.8	
LPHS	1.5	1.8	2.3	2.8	1.9	2.7	1.3	2.0	2.0	0.5	1.5	2.0	2.8	3.5	2.3	1.5	2.9		2.1	3.5	2.8	3.9	3.2	2.9	1.5	0.9	2.7	3.7	3.3	2.4	1.0	0.9	1.2	0.4	2.2	2.0	1.3	2.3	2.0	3.5	1.9	2.8	2.3	0.6	1.5	
Lassalette	3.4	1.2	2.7	4.6	1.4	4.5	2.4	3.9	3.5	2.0	2.0	3.7	3.5	5.3	4.5	3.4	4.7	2.1		5.3	3.6	5.8	3.1	4.8	3.4	1.1	4.6	3.2	2.8	3.2	2.2	1.2	1.3	2.0	4.0	0.3	0.9	3.0	3.5	5.3	0.7	4.6	3.3	2.4	2.6	
Los Altos El.	2.5	5.0	5.5	3.5	5.1	2.6	4.6	1.7	2.9	3.7	4.8	2.9	6.1	1.6	5.0	2.5	1.7	3.5	5.3		2.0	0.5	2.4	1.5	2.5	4.2	1.1	2.9	2.6	2.1	4.4	4.1	4.4	3.7	1.9	5.3	4.5	5.5	2.9	3.5	4.7	3.9	4.7	3.5	3.9	
LAHS	1.8	3.3	4.8	3.2	3.4	3.0	3.6	1.3	3.0	4.1	2.2	5.3	2.4	4.5	1.8	0.7	2.8	3.6	2.0		2.3	0.8	1.8	1.8	2.4	0.9	1.3	1.0	0.5	3.7	3.4	3.2	3.2	1.5	3.6	2.8	4.5	1.3	3.1	3.4	3.2	4.8	2.8	4.0		
Los Molinos	2.9	5.4	5.8	3.2	5.6	3.4	5.0	2.2	3.3	4.1	5.2	3.3	6.4	1.3	5.2	2.9	2.1	3.9	5.8	0.5		2.3	2.7	4.6	1.9	1.3	3.6	2.0	1.7	3.4	3.2	3.0	4.8	4.6	4.8	4.3	5.6	5.3	3.3	3.3	5.6	3.2	5.9	4.3	5.1	
Los Robles	2.1	3.6	4.9	3.5	3.7	3.4	4.2	2.7	1.7	3.4	4.3	2.6	5.8	3.1	4.9	2.1	1.4	3.2	3.1	2.4		0.8	2.7	2.5	2.1	2.7	1.6	0.6	0.4	0.9	4.0	3.3	3.5	3.3	2.9	3.1	5.3	1.7	3.9	2.9	3.2	3.6	4.4			
Mesa Robles	1.9	4.4	4.9	1.6	4.5	1.5	4.0	1.0	2.3	3.1	4.2	1.6	5.8	1.0	4.5	1.9	1.1	2.9	3.1	2.7		2.5	0.5	2.4	1.5	1.8	2.0	2.5	1.9	1.6	3.6	3.8	3.1	0.8	4.7	3.9	4.9	2.3	2.3	4.6	1.5	4.9	3.3	4.1		
NCS	0.0	3.0	3.4	1.4	3.2	1.3	2.6	1.0	0.9	1.8	2.8	0.4	4.1	2.1	3.2	0.0	1.9	1.5	3.4	2.5		1.8	2.9	2.1	1.9	2.2	1.7	2.3	2.3	1.4	2.4	2.2	2.2	1.6	0.8	1.5	3.7	2.8	1.5	2.0	2.0					
Nelson	2.2	0.8	2.1	3.5	1.0	3.3	2.0	2.7	2.4	1.1	1.6	2.7	3.1	4.2	3.4	2.2	3.6	0.9	1.1	4.2		4.6	2.7	3.6	2.2	3.4	2.8	2.4	2.0	1.6	0.8	1.5	2.5	2.4	2.2	1.0	4.2	3.7	3.1	3.9	4.5	3.7	3.1	3.9		
Newton	1.7	4.2	4.6	2.2	4.3	1.8	3.8	1.0	2.1	2.9	4.0	2.1	5.3	1.5	4.2	1.7	0.2	2.7	4.6	1.1		0.9	1.9	1.6	0.9	1.7	3.4	2.2	1.9	1.4	3.6	3.3	2.9	1.1	4.5	3.7	4.7	2.1	2.8	4.4	2.0	4.7	3.1	3.9		
Orange Grove	2.7	3.6	5.0	4.1	3.8	4.0	4.7	3.2	2.3	4.1	4.4	3.1	5.9	3.4	5.7	2.7	2.0	3.7	3.2	2.9		1.3	3.2	0.6	3.1	2.7	2.8	2.2	0.8	1.4	4.4	3.4	3.6	4.2	2.8	3.1	3.2	5.3	2.3	4.8	3.0	4.1	5.6	4.2	4.8	
Palm	2.3	3.2	4.5	3.7	3.3	3.5	4.3	2.8	1.9	3.7	4.0	2.7	5.5	3.4	5.2	2.3	1.7	3.3	2.8	2.6		1.0	3.0	0.4	2.8	2.3	2.4	1.9	0.8	1.2	4.0	3.0	3.1	3.8	3.0	2.7	2.7	4.9	1.9	4.4	2.6	3.7	5.2	3.8	4.4	
Palm Canyon	1.4	2.9	4.4	2.8	3																																									