



Philomath School District 17J

Request for Mileage Reimbursement Form

Employee Name

Account Number:

Rate Per Mile

\$0.70

Total Mileage

Total Reimbursement

\$0.70

NOTE: The IRS periodically changes the per mile reimbursement rate. Current rate for 2024.

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Expense
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00

**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: _____