



MILEAGE REIMBURSEMENT REQUEST

Employee Name: _____

Month/Year: _____

DATE	DESTINATION/PURPOSE	MILES
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
TOTAL MILES		

(Please attach MapQuest/Google Maps/Etc.)

Account Code: _____ - _____ - _____ - _____ - _____

Account Code: _____ - _____ - _____ - _____ - _____

"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and no payment has been received on account thereof."

Employee Signature: _____

Supervisor Signature: _____

Date: _____

BUSINESS OFFICE ONLY:

_____ Miles times 72.5 cents per mile = _____

COMMONLY USED ROUTES (ONE WAY)

No Map Necessary for these routes

LES → CCE = 1.1 MILES
LES → ECE = 0.3 MILES
LES → LMS = 0.2 MILES
LES → LHS = 0.6 MILES

CCE → LES = 1.1 MILES
CCE → ECE = 1.3 MILES
CCE → LMS = 1.3 MILES
CCE → LHS = 0.6 MILES

ECE → LES = 0.3 MILES
ECE → CCE = 1.3 MILES
ECE → LMS = 0.1 MILES
ECE → LHS = 0.8 MILES

LMS → LES = 0.2 MILES
LMS → CCE = 1.3 MILES
LMS → ECE = 0.1 MILES
LMS → LHS = 0.8 MILES

LHS → LES = 0.6 MILES
LHS → ECE = 0.8 MILES
LHS → CCE = 0.7 MILES
LHS → LMS = 0.8 MILES

HERITAGE BANK

LES → HERITAGE BANK = 1.9 MILES
ECE → HERITAGE BANK = 2.1 MILES
CCE → HERITAGE BANK = 2.8 MILES
LMS → HERITAGE BANK = 2.0 MILES
LHS → HERITAGE BANK = 2.2 MILES
DISTRICT → HERITAGE BANK = 1.8 MILES

NORTHWEST ESD 189, ANACORTES

LES → ESD = 41.3 MILES
ECE → ESD = 41.5 MILES
CCE → ESD = 42.2 MILES
LMS → ESD = 41.4 MILES
LHS → ESD = 41.6 MILES
DISTRICT → ESD = 41.2 MILES