



MILEAGE REIMBURSEMENT REQUEST

1. A mileage reimbursement request is to reimburse a District employee for approved travel who used their own vehicle to drive for District business.
2. The Mileage Claim Form is used to calculate the mileage traveled multiplied by the current rate per mile set by the state of California.
3. Mileage is calculated based on the distance between your work site as shown on Google Maps or other navigation alternative. If you are leaving directly from your home your mileage claim is the lesser of the mileage from your home or work site. A print out of the calculated mileage **must** be attached to the mileage reimbursement claim form.
4. For mileage within the school district, use the mileage as shown below.

	DISTRICT OFFICE	ARGONAUT	FOOTHILL	SARATOGA	REDWOOD
DISTRICT OFFICE	0.0	2.2	1.4	0.4	2.4
ARGONAUT	2.0	0.0	1.2	1.9	1.5
FOOTHILL	1.1	1.2	0.0	1.0	2.1
SARATOGA	0.4	1.8	1.0	0.0	2.1
REDWOOD	2.1	1.5	2.2	2.3	0.0

5. All reimbursements **must** be submitted for payment within 30 days after the travel has taken place or within 30 days of the following month for monthly reimbursements. For June travel, mileage must be sent to the Business Office for processing by July 10th.

