***All reimbursement requests must be received within 60 days, see below.*

Tigard-Tualatin School District 23J

Employee Mileage Reimbursement Request **(Effective 7/01/26)**

Today's Date _____

Vendor Number _____

Building Location _____

Pay To _____

Address _____ **City, State, Zip** _____

Date	Destination	Event	Miles

Total Number of Miles 0

***Rate per Mile** 0.76

Account Coding **Total Amount Requested** $ 0.000

Fund	*Function*	*Object*	*Cost Center*	*Area*	*Subject*	*Number of Miles*	*Rate per Mile*	*Total $*
							0.76	$0.00
							0.76	$ 0.00
							0.76	$ 0.00
							0.76	$ 0.00
							0.76	$ 0.00

Requestor's Signature

Administrator's Approval Signature

Business Office Use Only

Note: **Per IRS Code 26 CFR 1.62, all reimbursement requests must be received within **60 days**.

**rate as of 7/1/26 is $0.76*

For intra-district travel, consult the mileage chart.

Distribution: Complete form and turn in to your building/department bookkeeper; *Please make a copy for your records.*

TIGARD-TUALATIN SCHOOL DISTRICT 23 J
MILEAGE CALCULATION

In District/One Way

	ARE	ART	BPT	BYR	CFT	DC	DUR	FMS	HMS	HIB	METZ	TMP	THS	TuEL	TuHS	TMS	MWW
A.Rider		2.7	8.6	7.3	2.4	2.6	4.2	2.2	4.9	4.6	3.7	2.9	4.2	6.8	7.5	2.8	1.7
Art Rutkin	2.7		9.6	8.1	4.9	3.1	6.6	4.3	5.7	6.7	6.1	4.7	5.9	7.3	8.3	4.8	4.2
Bridgeport	8.6	9.6		2.6	6.0	6.3	3.8	6.3	4.2	4.3	6.6	4.6	3.7	1.8	3.1	4.7	7.1
Byrom	7.3	8.1	2.6		5.4	5.3	4.0	6.5	3.2	4.7	7.0	4.9	4.0	1.1	0.8	5.0	7.3
CFT	2.4	4.9	6.0	5.4		2.6	2.7	0.5	3.2	2.2	2.0	1.5	2.3	5.2	6.5	1.4	1.3
Deer Creek	2.6	3.1	6.3	5.3	2.6		3.0	2.9	1.8	4.4	4.4	2.4	2.5	4.4	5.1	2.4	3.1
Durham/ CCHS	4.2	6.6	3.8	4.0	2.7	3.0		3.1	3.0	2.4	3.5	1.4	0.5	3.1	4.4	1.5	3.9
Fowler	2.2	4.3	6.3	6.5	0.5	2.9	3.1		3.4	2.6	1.6	1.9	2.7	5.6	6.8	1.7	0.8
Hazelbrook	4.9	5.7	4.2	3.2	3.2	1.8	3.0	3.4		5.2	5.7	3.5	3.3	2.6	3.4	3.4	4.4
Hibbard	4.6	6.7	4.3	4.7	2.2	4.4	2.4	2.6	5.2		2.5	2.4	2.3	3.8	5.1	2.5	3.4
Metzger	3.7	6.1	6.6	7.0	2.0	4.4	3.5	1.6	5.7	2.5		3.2	3.5	6.0	7.4	3.1	2.3
Templeton	2.9	4.7	4.6	4.9	1.5	2.4	1.4	1.9	3.5	2.4	3.2		1.0	3.9	5.3	0.1	2.6
Tigard HS	4.2	5.9	3.7	4.0	2.3	2.5	0.1	2.7	3.3	2.3	3.5	1.0		3.1	4.4	1.0	3.4
Tualatin E.	6.8	7.3	1.8	1.1	5.2	4.4	3.1	5.6	2.6	3.8	6.0	3.9	3.1		1.3	4.0	6.4
Tualatin HS	7.5	8.3	3.1	0.8	6.5	5.1	4.4	6.8	3.4	5.1	7.4	5.3	4.4	1.3		5.3	7.5
Twality	2.8	4.8	4.7	5.0	1.4	2.4	1.5	1.7	3.4	2.5	3.1	0.1	1.0	4.0	5.3		2.5
Woodward	1.7	4.2	7.1	7.3	1.3	3.1	3.9	0.8	4.4	3.4	2.3	2.6	3.4	6.4	7.5	2.5	

ONE WAY FROM HIBBARD ADMINISTRATION BUILDING (SANDBURG)

Destination	***Miles***	***Destination***	***Miles***	***Destination***	***Miles***	***Destination***	***Miles***
Portland Airport	17.7	Eugene	101.0	Monmouth	51.1	Seaside	79.6
Albany	61.4	Forest Grove	21.7	Newberg	15.0	Seattle	181.7
Beaverton	5.7	Gearhart	81.2	Newport	103.5	Sherwood	7.7
Bend	161.5	Gresham	20.7	No. Marion HS	15.4	St. Helens	36.6
CMP Cascade	85.0	Hillsboro	15.2	Office Depot	1.0	Sunset HS	9.6
CMP Menucha	31.0	Hood River	70.0	Olympia	123.1	The Dalles	90.8
Canby	14.1	Lake Oswego HS	3.3	Oregon City	11.1	Tillamook	69.2
Clackamas HS	15.3	Lake Ridge HS	4.6	Parkrose HS	15.7	Vancouver, WA	19.5
Corvallis	70.1	Lws&Clrk College	7.8	Portland	9.4	West Linn	9.4
Dallas	50.0	Lincoln City	78.6	Rex Putnam HS	12.8	Woodburn	21.2
D. Douglas HS	16.2	McMinnville	30.2	Reynolds HS	22.4		
		Milwaukie	9.7	Salem	37.0		

***Per IRS Rules all Mileage Reimbursements Must be Received within 60 days**

All mileage is computed from Hibbard Center to the location or to the City Limits if no specific location is given.

Updated 9.2023