**Form is fillable, please complete then print & sign*

Request for
Travel Expense Reimbursement
Tigard-Tualatin School District 23J

Date:_____

Pay to:_____ **Vendor #:**_____

Location:_____ **Extension#:**_____

Reimbursements may be claimed for the following: Approved meals and lodging expenses will be reimbursed at actual cost, but at sums not to exceed District rates. Mileages are to be computed from the school building to the place of meeting and return. For intra-district travel, consult the mileage chart. **Reimbursement requests must be submitted within **60 days**, see below.

Destination:

_____

Reason for Travel:

_____

Date (MM/DD/YY)							Total
Breakfast *(not to exceed $16.00)*							$ 0.00
Lunch *(not to exceed $19.00)*							$ 0.00
Dinner *(not to exceed $28.00)*							$ 0.00
Lodging							$ 0.00
Miscellaneous (Specify) e.i. Lyft, Uber, Public Transportation							$ 0.00
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ **0.00**

Mileage

Date	From	To	Miles	Rate	Amount
				$ 0.760	$ 0.00
				$ 0.760	$ 0.00
				Total Mileage	**$ 0.00**

Account Coding

Grand Total Amount Requested: $ **0.00**

Fund	Function	Object	Cost Ctr.	Area	Subject	Total $	Business Office Use Only
							Total Meals:
							Total Mileage:
							Other:
							Allowable Reimbursements: $_____

"I, the requestor, by signing this form and accepting mileage reimbursement state that I have a valid Oregon or Washington driver's license and at least the Oregon statutory level of automobile insurance."

_____

Requestor's Signature Date Signed

_____

Administrator's Approval Signature Date Signed

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

Distribution: Submit form and receipts to your building/department bookkeeper. Retain copy for your records.

Mileage rate as of 7/01/2026** is $0.76*

Tigard-Tualatin School District 23J
Per Diem Travel Rates

Per Diem	
Breakfast	$16.00
Lunch	$19.00
Dinner	$28.00
Total per Day	$63.00

Please request 2 to 3 weeks in advance. Note the date that check is needed.

Distribution: Approved original with receipts to Accounts Payable. Retain 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