MILEAGE REIMBURSEMENT CLAIM FORM
Hacienda La Puente Unified School District

NAME_____ REQ. NO. _____

HOME ADDRESS_____ JOB TITLE/SITE _____

DATE	DESTINATION/PURPOSE	TOTAL MILES
	Total *Miles* claimed for reimbursement	0.00
	Total *Amount* claimed for reimbursement (____ x .76¢ per mile)	$ 0.00

Account number(s) to pay mileage reimbursement claim:

- - - - -	$
- - - - -	$

Document Reviewed: _____

I hereby certify that this mileage reimbursement claim is just and true and the mileage driven was done in the course of carrying out job responsibilities for Hacienda La Puente Unified School District

_____ Date _____
Signature of Person Submitting Mileage Reimbursement Claim

_____ Date _____
Claimant's Supervisor's Approval

_____ Date _____
Director of Fiscal Approval

Form#1020 (rev 7/1/2026)

All mileage claims are subject to review before being processed. Mileage claim forms must be submitted within 10 work days after the month claimed on the mileage form. Claim forms not submitted in a timely manner may not be paid and paperwork will be sent back to claimant. Distances traveled within the district will be calculated using the district mileage chart. When traveling outside of the district mileage chart, a MapQuest form will be needed. Whiteout is prohibited on mileage forms; any forms that have whiteout will be returned. By signing this form claimant acknowledges that they understand and accept the reimbursement guidelines.

	District Office	Amar/Child Dev	Baldwin	Bixby	California	Cedarlane	Del Valle	Dibble	Equity & Access	Facilities	Fairgrove	Glenelder	Grandview	Grazide	Hurley	ISC	Kwis	LPHS	Lassalette	Los Altos El.	LAHS	Los Molinos	Los Robles	Mesa Robles	NCS	Nelson	Newton	Orange Grove	Palm	Palm Canyon	Sierra Vista	Sparks El.	Sparks Middle	SSC/ Hudson	Stimson	Sunset	Temple	Valinda	Valley	Wedgeworth	Willow	WIHS	Winglane	Workman El.	WOHS
District Office		3.0	3.4	1.4	3.2	1.3	2.6	1.0	0.9	1.8	2.8	0.4	4.1	2.1	3.2	0.0	1.9	1.5	3.4	2.5	1.8	2.9	2.1	1.9	0.0	2.2	1.7	2.7	2.3	1.4	2.4	2.2	2.4	1.7	0.8	3.3	2.5	3.5	0.9	2.1	3.2	1.4	3.5	1.9	2.7
Amar/Child Dev.	3.0		1.2	4.3	0.2	4.1	1.3	3.5	3.2	1.7	0.7	3.4	2.5	5.0	4.1	3.0	4.4	1.8	1.2	5.0	3.3	5.4	3.6	4.4	3.0	0.8	4.2	3.6	3.2	2.9	1.3	0.9	0.6	1.5	3.6	0.8	0.5	1.9	3.2	5.0	1.9	4.3	2.5	2.1	2.1
Baldwin	3.4	1.2		4.7	1.2	4.7	1.9	3.9	3.8	2.1	0.6	4.0	2.2	5.4	4.3	3.4	4.9	2.3	2.7	5.5	4.8	5.8	4.9	4.9	3.4	2.1	4.6	5.0	4.5	4.4	1.9	1.6	1.5	2.1	4.0	2.1	1.7	1.5	3.8	5.4	3.2	4.8	2.4	2.4	2.1
Bixby	1.4	4.3	4.7		4.4	0.2	3.8	1.3	2.3	3.0	4.0	1.5	4.7	2.4	3.4	1.4	2.4	2.8	4.6	3.5	3.2	3.2	3.5	1.6	1.4	3.5	2.2	4.1	3.7	2.8	3.7	3.4	3.7	3.1	0.9	4.6	3.8	4.8	2.3	0.7	4.4	0.0	4.3	3.2	5.0
California	3.2	0.2	1.2	4.4		4.5	1.5	3.6	3.3	1.8	0.6	3.6	2.6	5.1	4.3	3.2	4.5	1.9	1.4	5.1	3.4	5.6	3.7	4.5	3.2	1.0	4.3	3.8	3.3	3.0	1.5	1.0	0.7	1.7	3.8	1.0	0.6	2.1	3.3	5.2	2.0	4.5	2.9	2.3	2.3
Cedarlane	1.3	4.1	4.7	0.2	4.5		3.7	1.1	2.2	2.9	3.9	1.4	4.9	2.6	3.6	1.3	2.0	2.7	4.5	2.6	3.0	3.4	3.4	1.5	1.3	3.3	1.8	4.0	3.5	2.6	3.5	3.3	3.5	2.8	0.8	4.4	3.7	4.6	2.2	0.9	4.3	0.2	4.6	3.0	3.9
Del Valle	2.6	1.3	1.9	3.8	1.5	3.7		3.1	3.0	1.3	1.1	3.0	1.7	4.6	3.2	2.6	3.9	1.3	2.4	4.6	3.6	5.0	4.2	4.0	2.6	2.0	3.8	4.7	4.3	3.5	0.4	1.4	1.2	0.9	3.2	2.0	1.6	1.1	3.0	4.7	3.0	3.9	1.5	1.1	0.7
Dibble	1.0	3.5	3.9	1.3	3.6	1.1	3.1		1.4	2.3	3.3	1.2	4.6	1.6	3.5	1.0	1.1	2.0	3.9	1.7	1.3	2.2	2.7	1.0	1.0	2.7	1.0	3.2	2.8	1.9	2.9	2.7	2.9	2.2	0.4	3.8	3.0	4.0	1.4	2.0	3.7	1.3	4.0	2.5	3.3
Equity & Access	0.9	3.2	3.8	2.3	3.3	2.2	3.0	1.4		2.2	3.2	1.4	4.5	2.9	3.4	0.9	2.0	2.0	3.5	2.9	1.3	3.3	1.7	2.3	0.9	2.4	2.1	2.3	1.9	1.0	2.8	2.6	2.8	2.1	1.7	3.5	2.7	3.9	0.0	3.0	3.3	2.3	3.9	2.3	3.2
Facilities	1.8	1.7	2.1	3.0	1.8	2.9	1.3	2.3	2.2		1.4	2.2	2.8	3.7	2.9	1.8	3.1	0.5	2.0	3.7	3.0	4.1	3.4	3.1	1.8	1.1	2.9	4.1	3.7	2.6	1.1	0.9	1.1	0.7	2.4	1.9	1.2	2.2	2.2	4.1	2.7	3.0	2.2	1.3	1.4
Fairgrove	2.8	0.7	0.6	4.0	0.6	3.9	1.1	3.3	3.2	1.4		3.2	2.3	4.8	3.9	2.8	4.2	1.5	2.0	4.8	4.1	5.2	4.3	4.2	2.8	1.6	4.0	4.4	4.0	3.7	1.1	1.0	0.8	1.3	3.4	1.6	1.2	1.7	3.2	4.8	2.6	4.1	2.5	1.9	1.9
Glenelder	0.4	3.4	4.0	1.5	3.6	1.4	3.0	1.2	1.4	2.2	3.2		4.5	2.2	3.0	0.4	2.3	2.0	3.7	2.9	2.2	3.3	2.7	1.6	0.4	2.7	2.1	3.1	2.7	1.8	2.9	2.6	2.9	2.3	0.9	3.6	3.0	3.9	1.4	2.2	3.6	1.5	4.2	2.4	3.2
Grandview	4.1	2.5	2.2	4.7	2.6	4.9	1.7	4.6	4.5	2.8	2.3	4.5		6.1	2.5	4.1	5.4	2.8	3.5	6.1	5.3	6.4	5.8	5.8	4.1	3.1	5.3	5.9	5.5	5.0	2.1	2.5	2.3	2.3	4.7	3.1	2.7	0.7	4.5	4.0	4.2	4.7	0.7	2.5	1.3
Grazide	2.1	5.0	5.4	2.4	5.1	2.6	4.6	1.6	2.9	3.7	4.8	2.2	6.1		4.3	2.1	1.7	3.5	5.3	1.6	2.4	1.3	3.1	1.0	2.1	4.2	1.5	3.4	3.4	3.1	4.4	4.1	4.4	3.7	1.4	5.3	4.5	5.5	2.9	2.3	5.1	2.3	5.5	3.9	4.7
Hurley	3.2	4.1	4.3	3.4	4.3	3.6	3.2	3.5	3.4	2.9	3.9	3.0	2.5	4.3		3.2	4.4	2.3	4.5	5.0	4.5	5.2	4.9	4.5	3.2	3.4	4.2	5.7	5.2	4.1	3.3	3.3	3.6	2.3	2.7	4.5	3.7	2.9	3.4	2.3	4.3	3.4	2.1	1.3	2.4
ISC	0.0	3.0	3.4	1.4	3.2	1.3	2.6	1.0	0.9	1.8	2.8	0.4	4.1	2.1	3.2		1.9	1.5	3.4	2.5	1.8	2.9	2.1	1.9	0.0	2.2	1.7	2.7	2.3	1.4	2.4	2.2	2.4	1.7	0.8	3.3	2.5	3.5	0.9	2.1	3.2	1.4	3.5	1.9	2.7
Kwis	1.9	4.4	4.9	2.4	4.5	2.0	3.9	1.1	2.0	3.1	4.2	2.3	5.4	1.7	4.4	1.9		2.9	4.7	1.7	0.7	2.1	1.4	1.1	1.9	3.6	0.2	2.0	1.7	1.5	3.8	3.5	3.8	3.0	1.3	4.7	3.9	4.6	2.0	3.2	4.1	2.4	4.6	3.0	3.8
LPHS	1.5	1.8	2.3	2.8	1.9	2.7	1.3	2.0	2.0	0.5	1.5	2.0	2.8	3.5	2.3	1.5	2.9		2.1	3.5	2.8	3.9	3.2	2.9	1.5	0.9	2.7	3.7	3.3	2.4	1.0	0.9	1.2	0.4	2.2	2.0	1.3	2.3	2.0	3.5	1.9	2.8	2.3	0.6	1.5
Lassalette	3.4	1.2	2.7	4.6	1.4	4.5	2.4	3.9	3.5	2.0	2.0	3.7	3.5	5.3	4.5	3.4	4.7	2.1		5.3	3.6	5.8	3.1	4.8	3.4	1.1	4.6	3.2	2.8	3.2	2.2	1.2	1.3	2.0	4.0	0.3	0.9	3.0	3.5	5.3	0.7	4.6	3.3	2.4	2.6
Los Altos El.	2.5	5.0	5.5	3.5	5.1	2.6	4.6	1.7	2.9	3.7	4.8	2.9	6.1	1.6	5.0	2.5	1.7	3.5	5.3		2.0	0.5	2.4	1.5	2.5	4.2	1.1	2.9	2.6	2.1	4.4	4.1	4.4	3.7	1.9	5.3	4.5	5.5	2.9	3.5	5.2	3.5	5.5	3.9	4.7
LAHS	1.8	3.3	4.8	3.2	3.4	3.0	3.6	1.3	1.3	3.0	4.1	2.2	5.3	2.4	4.5	1.8	0.7	2.8	3.6	2.0		2.3	0.8	1.8	1.8	2.4	0.9	1.3	1.0	0.5	3.7	3.4	3.2	3.2	1.5	3.6	2.8	4.5	1.3	3.1	3.4	3.2	4.8	2.8	4.0
Los Molinos	2.9	5.4	5.8	3.2	5.6	3.4	5.0	2.2	3.3	4.1	5.2	3.3	6.4	1.3	5.2	2.9	2.1	3.9	5.8	0.5	2.3		2.7	2.0	2.9	4.6	1.9	3.2	3.0	3.4	4.8	4.6	4.8	4.3	2.3	5.7	4.9	5.8	3.3	3.3	5.6	3.2	5.9	4.3	5.1
Los Robles	2.1	3.6	4.9	3.5	3.7	3.4	4.2	2.7	1.7	3.4	4.3	2.6	5.8	3.1	4.9	2.1	1.4	3.2	3.1	2.4	0.8	2.7		2.5	2.1	2.7	1.6	0.6	0.4	0.9	4.0	3.3	3.5	3.3	2.9	3.1	3.1	5.3	1.7	3.9	2.9	3.2	5.2	3.6	4.4
Mesa Robles	1.9	4.4	4.9	1.6	4.5	1.5	4.0	1.0	2.3	3.1	4.2	1.6	5.8	1.0	4.5	1.9	1.1	2.9	4.8	1.5	1.8	2.0	2.5		1.9	3.6	0.9	3.1	2.8	2.7	3.8	3.5	3.8	3.1	0.8	4.7	3.9	4.9	2.3	2.3	4.6	1.5	4.9	3.3	4.1
NCS	0.0	3.0	3.4	1.4	3.2	1.3	2.6	1.0	0.9	1.8	2.8	0.4	4.1	2.1	3.2	0.0	1.9	1.5	3.4	2.5	1.8	2.9	2.1	1.9		2.2	1.7	2.7	2.3	1.4	2.4	2.2	2.4	1.7	0.8	3.3	2.5	3.5	0.9	2.1	3.2	1.4	3.5	1.9	2.7
Nelson	2.2	0.8	2.1	3.5	1.0	3.3	2.0	2.7	2.4	1.1	1.6	2.7	3.1	4.2	3.4	2.2	3.6	0.9	1.1	4.2	2.4	4.6	2.7	3.6	2.2		3.4	2.8	2.4	2.0	1.6	0.6	0.8	1.5	2.8	1.1	0.4	2.5	2.4	4.2	1.0	3.5	2.8	1.5	2.0
Newton	1.7	4.2	4.6	2.2	4.3	1.8	3.8	1.0	2.1	2.9	4.0	2.1	5.3	1.5	4.2	1.7	0.2	2.7	4.6	1.1	0.9	1.9	1.6	0.9	1.7	3.4		2.2	1.9	1.4	3.6	3.3	3.6	2.9	1.1	4.5	3.7	4.7	2.1	2.8	4.4	2.0	4.7	3.1	3.9
Orange Grove	2.7	3.6	5.0	4.1	3.8	4.0	4.7	3.2	2.3	4.1	4.4	3.1	5.9	3.4	5.7	2.7	2.0	3.7	3.2	2.9	1.3	3.2	0.6	3.1	2.7	2.8	2.2		0.8	1.4	4.4	3.4	3.6	4.2	2.8	3.1	3.2	5.3	2.3	4.8	3.0	4.1	5.6	4.2	4.8
Palm	2.3	3.2	4.5	3.7	3.3	3.5	4.3	2.8	1.9	3.7	4.0	2.7	5.5	3.4	5.2	2.3	1.7	3.3	2.8	2.6	1.0	3.0	0.4	2.8	2.3	2.4	1.9	0.8		1.2	4.0	3.0	3.1	3.8	3.0	2.7	2.7	4.9	1.9	4.4	2.6	3.7	5.2	3.8	4.4
Palm Canyon	1.4	2.9	4.4	2.8	3.0	2.6	3.5	1.9	1.0	2.6	3.7	1.8	5.0	3.1	4.1	1.4	1.5	2.4	3.2	2.1	0.5	3.4	0.9	2.7	1.4	2.0	1.4	1.4	1.2		3.3	3.0	3.3	2.8	2.1	3.2	2.4	4.4	1.0	4.2	3.0	2.8	4.4	2.8	3.6
Sierra Vista	2.4	1.3	1.9	3.7	1.5	3.5	0.4	2.9	2.8	1.1	1.1	2.9	2.1	4.4	3.3	2.4	3.8	1.0	2.2	4.4	3.7	4.8	4.0	3.8	2.4	1.6	3.6	4.4	4.0	3.3		1.0	1.2	0.6	3.0	2.0	1.4	1.5	2.8	4.4	2.7	3.7	1.5	0.8	0.8
Sparks El.	2.2	0.9	1.6	3.4	1.0	3.3	1.4	2.7	2.6	0.9	1.0	2.6	2.5	4.1	3.3	2.2	3.5	0.9	1.2	4.1	3.4	4.6	3.3	3.5	2.2	0.6	3.3	3.4	3.0	3.0	1.0		0.4	0.8	2.8	1.1	0.4	1.9	2.6	4.1	1.7	3.4	2.2	1.3	1.4
Sparks Middle	2.4	0.6	1.5	3.7	0.7	3.5	1.2	2.9	2.8	1.1	0.8	2.9	2.3	4.4	3.6	2.4	3.8	1.2	1.3	4.4	3.2	4.8	3.5	3.8	2.4	0.8	3.6	3.6	3.1	3.3	1.2	0.4		1.1	3.0	1.2	0.4	2.3	2.8	4.4	1.8	3.7	2.5	1.5	1.7
SSC/ Hudson	1.7	1.5	2.1	3.1	1.7	2.8	0.9	2.2	2.1	0.7	1.3	2.3	2.3	3.7	2.2	1.7	3.0	0.4	2.0	3.7	3.2	4.3	3.3	3.1	1.7	1.5	2.9	4.2	3.8	2.8	0.6	0.8	1.1		2.3	1.9	1.2	2.0	2.1	3.7	2.5	3.0	1.7	0.6	1.0
Stimson	0.8	3.6	4.0	0.9	3.8	0.8	3.2	0.4	1.7	2.4	3.4	0.9	4.7	1.4	2.7	0.8	1.3	2.2	4.0	1.9	1.5	2.3	2.9	0.8	0.8	2.8	1.1	2.8	3.0	2.1	3.0	2.8	3.0	2.3		3.9	3.2	4.1	1.7	1.7	3.8	0.9	4.1	2.5	3.4
Sunset	3.3	0.8	2.1	4.6	1.0	4.4	2.0	3.8	3.5	1.9	1.6	3.6	3.1	5.3	4.5	3.3	4.7	2.0	0.3	5.3	3.6	5.7	3.1	4.7	3.3	1.1	4.5	3.1	2.7	3.2	2.0	1.1	1.2	1.9	3.9		0.9	2.5	3.5	5.3	1.0	4.6	3.3	2.4	2.5
Temple	2.5	0.5	1.7	3.8	0.6	3.7	1.6	3.0	2.7	1.2	1.2	3.0	2.7	4.5	3.7	2.5	3.9	1.3	0.9	4.5	2.8	4.9	3.1	3.9	2.5	0.4	3.7	3.2	2.7	2.4	1.4	0.4	0.4	1.2	3.2	0.9		2.2	2.7	4.6	1.4	3.9	2.6	1.6	1.8
Valinda	3.5	1.9	1.5	4.8	2.1	4.6	1.1	4.0	3.9	2.2	1.7	3.9	0.7	5.5	2.9	3.5	4.6	2.3	3.0	5.5	4.5	5.8	5.3	4.9	3.5	2.5	4.7	5.3	4.9	4.4	1.5	1.9	2.3	2.0	4.1	2.5	2.2		3.9	4.3	3.6	4.8	0.9	2.2	1.5
Valley	0.9	3.2	3.8	2.3	3.3	2.2	3.0	1.4	0.0	2.2	3.2	1.4	4.5	2.9	3.4	0.9	2.0	2.0	3.5	2.9	1.3	3.3	1.7	2.3	0.9	2.4	2.1	2.3	1.9	1.0	2.8	2.6	2.8	2.1	1.7	3.5	2.7	3.9		3.0	3.3	2.3	3.9	2.3	3.2
Wedgeworth	2.1	5.0	5.4	0.7	5.2	0.9	4.7	2.0	3.0	4.1	4.8	2.2	4.0	2.3	2.3	2.1	3.2	3.5	5.3	3.5	3.1	3.3	3.9	2.3	2.1	4.2	2.8	4.8	4.4	4.2	4.4	4.1	4.4	3.7	1.7	5.3	4.6	4.3	3.0		5.2	0.7	3.6	3.6	4.0
Willow	3.2	1.9	3.2	4.4	2.0	4.3	3.0	3.7	3.3	2.7	2.6	3.6	4.2	5.1	4.3	3.2	4.1	1.9	0.7	5.2	3.4	5.6	2.9	4.6	3.2	1.0	4.4	3.0	2.6	3.0	2.7	1.7	1.8	2.5	3.8	1.0	1.4	3.6	3.3	5.2		4.4	3.8	2.5	3.1
WIHS	1.4	4.3	4.8	0.0	4.5	0.2	3.9	1.3	2.3	3.0	4.1	1.5	4.7	2.3	3.4	1.4	2.4	2.8	4.6	3.5	3.2	3.2	3.2	1.5	1.4	3.5	2.0	4.1	3.7	2.8	3.7	3.4	3.7	3.0	0.9	4.6	3.9	4.8	2.3	0.7	4.4		4.3	3.2	4.0
Winglane	3.5	2.5	2.4	4.3	2.9	4.6	1.5	4.0	3.9	2.2	2.5	4.2	0.7	5.5	2.1	3.5	4.6	2.3	3.3	5.5	4.8	5.9	5.2	4.9	3.5	2.8	4.7	5.6	5.2	4.4	1.5	2.2	2.5	1.7	4.1	3.3	2.6	0.9	3.9	3.6	3.8	4.3		2.0	0.8
Workman El.	1.9	2.1	2.4	3.2	2.3	3.0	1.1	2.5	2.3	1.3	1.9	2.4	2.5	3.9	1.3	1.9	3.0	0.6	2.4	3.9	2.8	4.3	3.6	3.3	1.9	1.5	3.1	4.2	3.8	2.8	0.8	1.3	1.5	0.6	2.5	2.4	1.6	2.2	2.3	3.6	2.5	3.2	2.0		1.2
WOHS	2.7	2.1	2.1	5.0	2.3	3.9	0.7	3.3	3.2	1.4	1.9	3.2	1.3	4.7	2.4	2.7	3.8	1.5	2.6	4.7	4.0	5.1	4.4	4.1	2.7	2.0	3.9	4.8	4.4	3.6	0.8	1.4	1.7	1.0	3.4	2.5	1.8	1.5	3.2	4.0	3.1	4.0	0.8	1.2	

Distance in miles

DO to Staples	3.5	DO to Costco	3.3	DO to Walmart	1.7	DO to Office Depot	3.0	DO to Sam's Club	1.5	DO to LACOE	17.2	DO to Hacienda Community Center	1.8	DO to HLPTA	3.3
SSC to Staples	5.6	SSC to Costco	5.6	SSC to Walmart	3.6	SSC to Office Depot	4.6	SSC to Sam's Club	1.5	SSC to LACOE	18.7	SSC to Hacienda Community Center	2.8	SSC to HLPTA	5.6

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