



Mileage Reimbursement

Revised 11/14/07

Form Owner: Financial Services

Form Location: http://www.4j.lane.edu/files/forms/finsvc/4j_finsvc_mileage_reimbursement.pdf

USER INSTRUCTIONS

Form Purpose: Use this form to request mileage reimbursement for district-related travel in your personal vehicle.

How to Complete this Form: Fill out this form on-line and then print it. Alternately, print this form and complete it by hand.

How to Submit this Form: Submit a hard copy of this form.

Where to Send this Form: Please return a hard copy of this form to Financial Services-Payroll.

Deadline: Completed forms must be received in the Financial Services office by the 15th of the month in order for you to receive reimbursement on that month's paycheck.

Additional Information: Additional space is provided on the reverse side of this form. You may use additional sheets if necessary. The district will calculate the reimbursement amount.

ACCOUNT INFORMATION

Name:

Employee Number:

Building/Department:

In-District Mileage Account:

Out-of-District Mileage Account:

PLEASE TYPE OR PRINT INFORMATION (Additional space is provided on the back of this form)

DATE	FROM LOCATION	TO LOCATION	PURPOSE	PARKING	MILES
Total This Side					
Total Both Sides					

PLEASE SIGN AND HAVE YOUR ADMINISTRATOR SIGN

Employee's Signature:

Administrator's Signature:

Type or Print Administrator's Name:

FINANCIAL SERVICE USE ONLY

Total In-District Reimbursement:

Total Out-of-District Reimbursement:

Total Reimbursement:

[illegible]